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UNIFIED COURT SYSTEM
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BUDGET BULLETIN	NUMBER 261	June 8, 1994
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Special Payment Procedures - Business Meals

** This supersedes Budget Bulletin number 179, dated January 7, 1988.*

On occasion, it is necessary or in the State's best interests to provide a meal concurrent with the conduct of court-related business meetings. The purpose of this bulletin is to prescribe guidelines for the reimbursement of expenses incurred as a result of such business meals. These guidelines are intended to apply to meetings attended by Judges and nonjudicial staff of the Unified Court System, as well as non-salaried individuals serving as members of task forces, advisory committees and other such groups.

Meeting Eligibility Criteria

The fact that a business meeting is being held is not, in and of itself, sufficient justification for the reimbursement of business meal expenses. Reimbursement of meal expenses should be considered only if participants are required to work through the normal meal hour in order to complete an extensive meeting agenda during normal business hours (9:00 to 5:00).

Maximum Reimbursement Rates

Maximum reimbursement rates for business meals meeting the above criteria are as follows:

Breakfast and Dinner Meetings -

In accordance with Part VI / Chapter 1.070 of
the UCS Financial Planning & Control Manual

Lunch Meetings -	The appropriate Part VI / Chapter 1.070 breakfast rate, plus \$2.00
Morning or Afternoon Coffee Breaks -	\$3.00 per person

Required Authorizations/Documentation

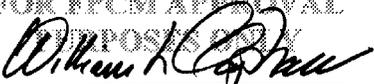
All business meal reimbursements require the advance written approval of the appropriate administrative authority (e.g. Clerk of the Court of Appeals, Clerk of the Appellate Division, District/ NYC Administrative Judge, or for OCA, the Deputy Chief Administrator for Management Support). All requests for reimbursement eligibility must include the following:

1. The specific purpose and necessity of the meeting and an explanation of why it is necessary to provide a meal.
2. The location of the meeting and the location where the business meal is to be consumed.
3. A listing of the names and titles of the individuals to be in attendance. Attendees who are state employees must be so indicated. Judges and nonjudicial personnel who are provided a business breakfast or dinner at state expense are not eligible to be reimbursed for such meal via travel voucher.
4. The itemized costs of the meal(s) to be provided.

Business meal expenses which lack such advance approval or which are inconsistent with these provisions will not be eligible for reimbursement.

All business meal reimbursement vouchers must be accompanied by the above documentation, written evidence of the approval of the appropriate administrative authority and a sign-in sheet listing the individuals actually in attendance (not a listing of those invited).

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who are responsible for the arrangement of, or the processing of reimbursement vouchers relating to, business meals.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham