

Meals & Refreshments Changes

Non-travel related

The new guidelines are specific to the source of funds (City/State) used. What is allowable for state tax-levy funded entities (i.e., CCNY) may not be allowable for city tax-levy funded entities (i.e., Community Colleges) and vice versa. The following highlights the changes in the new University guidelines as it applies to Senior Colleges.

Meals & Refreshments Changes

Before:

\$ 5 Per Person – Breakfast type “Light Refreshments” (Continental Style Breakfast)

\$12 Per Person - Lunch type “Modest Meals” (Sandwich and soda or similar fare)

Included tip & incidentals

NYS Sales Tax EXEMPT

After: Amounts were increased

\$ 8 Per Person – Breakfast type “Light Refreshments” (Continental Style Breakfast)

\$15 Per Person Lunch type “Modest Meals” (Sandwich and soda or similar fare)

Includes tip & incidentals

NYS Sales Tax EXEMPT

Meals & Refreshments Changes

Before:

Meetings were not held to a minimum time

No explicit language regarding the types of events
– each event was subjectively scrutinized.

After:

Meetings MUST be at least 2 hours

Student Recruitment Functions are allowed
within the threshold (\$8/\$15)

Expenses greater than \$3,000 must have prior
approval from the Finance Office and include the
following:

- Business Purpose
- Number of Attendees Expected
- Justification of Size and Scope

Meals & Refreshments Changes

Before:

NO Dinner meals were permitted

NO Alcoholic Beverages were (and are still not) permitted

NO Reception type events

President sponsored functions were allowed provided they served "Light Refreshments"

After:

Tax Levy Funds may NOT be used for the following:

Office Parties

Birthdays/Showers/Funerals

Retirements

Graduations

Student or Employee Recognition

On-Site Social Events

Dinner or any Reception type function

Alcoholic Beverages

CUNY did not make any exceptions for President sponsored events

Meals & Refreshments Changes

Before:

Reimbursements for Employee Paid business related meetings were paid using a requisition via the CUNYfirst Purchasing Module as if each payee was a vendor.

After:

All requests for reimbursement will be processed in the Travel & Expense Module of CUNYfirst and must include the following:

- Business Purpose
- Meeting Agenda
- Signed List of Attendees
- Receipt
- Proof of payment

*Any Sales Tax paid will be deducted

* Any unauthorized charges will be excluded

Meals & Refreshments Changes

Before:

Expenses above the per person thresholds were rejected completely. If payment above the per person dollar limit was submitted, it was returned to the department, unpaid.

After:

Only qualified expenses will be paid. The department is responsible for finding other funds to cover expenses above the limits. The college will pay up to the per person limit and recommend that the department use “other funds” for the balance.

Meals & Refreshments Changes

For more information, please contact:

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