



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**
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(207) 430-6000

DVEM Policy and Procedure Statement 21-05

May 20, 2021

TO: All Defense, Veterans and Emergency Management Employees

FROM: Major General Douglas A. Farnham, Commissioner and Adjutant General

SUBJECT: Refreshments and Meal Reimbursement

1. This policy supersedes DVEM Policy and Procedure Statement 17-01, dated January 26, 2017, subject as above. Unless sooner rescinded or superseded, this policy will expire on May 31, 2023.
2. Reference: State Administrative & Accounting Manual, Chapter 70.
3. Refreshments are defined as coffee and its accompaniments such as water, juice and snacks.
4. Defense, Veterans and Emergency Management (DVEM) is a State of Maine governmental agency as well as a military organization. DVEM has facilities located throughout the state creating logistical and time constraints. Additionally, more often than not our visitors are on a very tight schedule and we must maximize our time therefore we have working lunches.
5. **It is the responsibility of the official conducting the meeting, tour, training, etc. to notify the administrative staff PRIOR to the event if refreshments are required.** Administrative staff will assist in completing the required refreshment request form (Enclosure 1) and forwarding it to the Deputy Commissioner for final approval **prior** to the purchase of any refreshments. Consideration should be given to scheduling business meetings and formal training sessions at times to minimize the need for refreshments.
6. **When may coffee and light refreshments be served?** The agency head or authorized designee may approve the serving of coffee and light refreshments in the conduct of official State business at certain agency-sponsored meetings. This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the agency head or authorized designee, where:

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- The purpose of the meeting is to conduct agency business, provide formal training sessions that benefit the state, or recognize agency or employee accomplishments; and
- The meeting involves elective or appointive officials, State employees, or others the agency is legally authorized to reimburse; and
- The coffee and/or light refreshments are an integral part of the meeting; and
- The agency obtains a receipt for the actual costs of the coffee and/or light refreshments, and
- The agency person responsible for the meeting receives agency approval for the serving of coffee and/or light refreshments prior to the event.

7. Examples of situations where refreshments and meals may be requested and reimbursed:

- For the conduct of an official DVEM business meeting or military ceremonies in which the refreshments are an integral part of the meeting and the meeting involves DVEM employees.
- For the conduct of a formal training session which involves DVEM employees. Formal is defined as an event that is structured, has an agenda and is being conducted to teach DVEM employees things of an official nature.
- Meetings, briefings and/or tours for official visitors, business partners, and/or overseas partners.

8. **Expenditures for coffee and light refreshments are prohibited in some cases.** Agencies may not make expenditures for coffee and/or light refreshments in the following situations:

- For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
- Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.

9. **Since all refreshment requests MUST be approved PRIOR to the event, the decision will be determined at the time of submission, not at the time of the event and certainly not after the event.**

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10. DVEM receives invitations to participate in official business functions with influential high ranking military officials, state and federal appointed and elected officials and foreign dignitaries who may necessitate refreshments and/or meals in the conduct of business. This is an exception to the normal refreshment parameters and **MUST** be requested in writing **PRIOR** to the event for consideration.

11. If the request is approved the requester may purchase the items and be reimbursed through the state financial system. If the requestor has not previously completed the State Vendor form, they will need to do this to receive the reimbursement.

12. The original receipt(s), the original approval form, and the attendance roster (Enclosure 2) will be submitted to the Director of Finance's staff for processing and payment or reimbursement.

13. Reimbursement for meals with meetings. Section A-11 of the Preamble to the Biennial Current Services Budget provides for reimbursement for meals, for certain business meetings (includes conferences, conventions, and formal training sessions) involving state employees, and others the agency is legally authorized to reimburse regardless of travel status.

14. The agency head or authorized designee may authorize reimbursement for the allowable cost of meals (refer to Subsections 10.40.40 and 10.90.20) of employees of the agency, and others the agency is legally authorized to reimburse, at meetings when the meetings are away from the employee's or official's regular workplace regardless of travel status, and without regard to the Two Hour Rule of Subsection 10.40.50(1). This authority is intended for use when the agency requires a person to attend a meeting where business meals are served, and where:

- The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials; **and**
- The meals are an integral part of the business meeting, **and**
- The agency head or authorized designee approves payment for the meals **in advance** of the meeting by defining in the agency internal policies and procedures (Subsection 10.10.10) those meetings where attendance by an **agency** employee(s) or others, and reimbursement for the meals regardless of travel status, is advantageous to the state.

15. At no time will the administrative staff use their personal money to pay upfront for working lunches for DVEM employees. **The money must be provided to the admin staff at the time the order is submitted otherwise for employees in a travel status they will not be authorized per diem for that meal.** NO EXCEPTIONS.

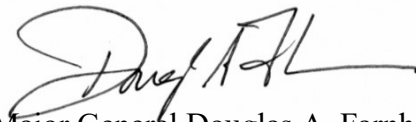
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16. Only authorized personnel are allowed to charge meals at authorized establishments. If you have not been told you are authorized, then you are **NOT** authorized. If unauthorized individuals make charges they may be held responsible for the amount of the charge.

17. Point of contact for this policy is Rebecca Maheux at rebecca.l.maheux2.nfg@mail.mil or (207) 430-5162.

2 Encls

A handwritten signature in black ink, appearing to read "Doug A. Farnham". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Major General Douglas A. Farnham
Commissioner and Adjutant General