

August 2017

4.4.1 Food for Meetings that Do Not Include Students and/or their Parents or Guardians

P-Cardholders should thoroughly familiarize themselves with the rules surrounding these purchases. As a general rule, P-Cardholders should refrain from purchasing and providing food for DOE-sponsored meetings, conferences, or retreats attended solely by fellow DOE employees. However, there are circumstances where the purchase of food to serve at these meetings are sanctioned with Executive Director/Head of office approval. These circumstances are:

1. At a meeting lasting more than four hours held at the organizer's worksite and attended by multiple schools/offices away from their worksites.
2. At a meeting starting at least two hours prior to the beginning of the regular workday or continuing at least two hours beyond the end of the regular workday so long as attendees are not paid overtime or receive a meal allowance. Meetings Held at a DOE Worksite When an authorized educational meeting is held at a DOE worksite and does not include students

Meetings Held At Other than a DOE Worksite

When an authorized educational meeting is held at a DOE worksite and does not include students and/or their parents or guardians, the per person maximum is

- \$3.00 for light refreshments;
- up to \$5.00 (inclusive of beverage) for breakfast and
- up to \$10.00 (inclusive of beverage) for lunch or modest meal.

When an authorized educational meeting is held at a location other than a DOE worksite and the **@ DOE site per person rate cannot be adhered to, then, the maximum per person meal allowance follows what the federal General Services Administration (GSA) permits.** The current per person meal allowances for events held in New York City are contained in the following table:

Meal	Maximum Cost Per Person
Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$36.00

Rates include tips, taxes, and delivery charges.

(over)

Before purchasing food, P-Card holders should consult the [GSA Web site](#) to ensure that the table above reflects the current meal rates established for New York City. Additional information can also be found in the [Travel and Conferences SOP](#).

Other Considerations

- P-Cards cannot be used under any circumstances to purchase food for city employees if the food will be consumed somewhere other than at an approved official meeting, conference, or retreat.
- Any costs incurred for alcoholic beverages are not to be paid using DOE funds under any circumstances.
- Recoupment of funds may be sought if a food purchase is deemed to have violated the SOP regulations.

4.4.2 Events that Include Students and/or their Parents or Guardians or community members

When an event is attended by students and/or their parents or guardians, the per person maximum is \$3.00 for light refreshments and up to \$10.00 for a modest meal (if these per person allowances cannot be adhered to, refer to GSA as noted above).

- [Travel and Conferences chapter](#) (sections 4.3 – Meals, and 5 – DOE Sponsored Meetings, Conferences, or Retreats).