



Food and Beverage Policy

Lawrence Berkeley
National Laboratory

Financial Policies and Procedures

Part I

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Primary contact:	Manager, Operations

Summary

The purpose of this policy is to provide guidance for food and beverage service while conducting Laboratory business.

Scope

This policy applies to food and beverage provided either on-site or off-site during a Laboratory-hosted/co-hosted [event](#) (meeting or conference) **regardless of funding source**, and includes [DOE Management and Operating \(M&O\)](#) contractors.

The terms set forth in this policy are consistent with DOE Contract 31 and the [DOE Acquisition Regulation Letter, No. AL-2005-12](#). Food and beverages provided while conducting Laboratory business will be conducted in a reasonable manner, minimizing costs wherever possible.

Policy

All requests for on-site or off-site food and beverages for a Laboratory hosted/co-hosted [event](#) are processed through the Laboratory's [Event Approval Database](#). (See policies on [Laboratory Hosted Meetings](#) and [Conferences](#).)

On-Site Meetings

For the purpose of this policy, **on-site** refers to any Laboratory-owned or leased facility located in the San Francisco Bay Area and the Laboratory facility located at the Washington, D.C. Office. University of California "Campus" building space is **not** considered an on-site facility.

Food and beverages for on-site and local events is allowable if **all** of the following conditions are met:

Financial Policies and Procedures Manual

- Event **exceeds two hours**.
- **External** (non-LBNL employee) participants must be present (at least 20% is required).
- Event is **not routine** (i.e., the conduct of regular business, such as staff meetings, monthly or quarterly reviews, new employee orientation, or employee training).
- The nature and urgency of the event requires work to be performed **during** food and beverage service.
- Event-related work directly **precedes** food and beverage service.
- Food and beverages are **incidental** to the meeting or conference. Attendees are not free to take meals elsewhere without being absent from essential exchange of information.
- An **agenda and attendee list** (with affiliations) are provided.
- Requests for food and beverage must be entered and approved through the Laboratory's [Event Approval Database](#). Approved requests are submitted to Conference Services using the [Event Approval Database](#) **at least two (2) business days prior** to the start of a meeting and **at least 45 calendar days prior** to the start of a conference.

Note: Open **conference** requests are closed and locked in the [Event Approval Database](#) on the **45th calendar day** prior to the start of the conference.

Off-Site Meetings

For the purpose of this policy, **off-site** refers to any building space not located at any of the Laboratory owned or leased facilities referenced in [On-Site Meetings](#) above. Off-site includes all University of California "Campus" building space.

The decision to conduct an off-site meeting with food and beverage should include the following:

- Cost
- Laboratory benefit
- Attendance
- Transportation
- Logistics (rationale)

All off-site meetings that have any costs are also processed and approved through the [Event Approval Database](#). The off-site meeting request must include:

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- **Three off-site comparisons**
- Budget
- Percentage of non-Laboratory attendees (at least 20% is required)
- Agenda
- Attendee list (with affiliations)

When evaluating the three **off-site comparisons**, the site with the **lowest overall cost** will be the primary factor in choosing the meeting location.

Local Maximum Per Diem Rates

The following are the maximum per diem rates for the **Oakland/Berkeley** area. These rates have been adjusted to meet industry standards. Breakfast is not reimbursable for meetings:

Expense Type (Includes Tax, Tip and Delivery)	Allowable M&IE Per Diem for Oakland
Breakfast	n/a
Lunch	\$19.00
Dinner	\$40.00
Total	\$59.00
Refreshments (a.m. or p.m.)	\$14.75

Alcoholic Beverages

Except as authorized in this policy, the purchase, use, possession, or consumption of alcoholic beverages on any premises owned or controlled by the Laboratory is **prohibited**.

Alcoholic beverages may, however, be served on occasion for functions conducted on **Laboratory premises** with prior written approval from the Division Director and the Laboratory Director or designee (use the [Alcohol Beverage Request](#) form). The request must include the following:

- Nonfederal funding source for the purchase of alcoholic beverages
- Function objective
- Number of anticipated attendees
- Date, time and location
- Function host

Financial Policies and Procedures Manual

Recruitment Meals

Meals during recruitment are limited to **lunch or dinner** (breakfast and refreshments are not permitted). The reimbursable meal is limited to the interviewer and/or interviewee (can be either or both) who are in **official valid Laboratory travel status**.

For reimbursement, all of the following conditions must be met:

- The open Laboratory position is for a senior level employee
- The meal claimed for reimbursement pertains to an individual on **official valid Laboratory travel status**
- The recruitment meal is claimed as a per diem travel expense (M&IE)
- An interview schedule is provided which includes
 - Title of open position
 - Laboratory hiring department
 - Name of interviewee
 - Date, location and time of the interview
 - Name of and title Laboratory interviewer

A [Recruitment Meal Approval Request](#) form must be submitted to **Conference Services** for approval at **least two (2) business days** prior to the interview meal.

Reimbursement for actual recruitment meal costs for approved requests are made using a [Request for Issuance of Check](#) form, with the approved [Recruitment Meal Approval Request](#) form attached.

If a meal for either party is furnished by the University of California or another government agency, the meal is considered part of the travel per diem rate and cannot be reimbursed as a direct charge.

Food and Beverages for Guests

The practice of providing food and beverages to guests, customers or associates, where the primary purpose may appear to be social, is **unallowable** and, therefore, not reimbursable.

Authority

- [DOE Acquisition Regulation Letter, No. AL-2005-12](#)
- DOE Contract 31

Financial Policies and Procedures Manual

Contacts

- Manager, Operations
- Financial Policy Office
- Conferences Services

Glossary

- **Event.** Any formal activity that involves the dissemination or exchange of trade, business, professional or technical information with employees or peers. A Laboratory event is either a meeting or a conference.
- **Management and Operating (M&O) Contractor.** The third party management of a DOE facility. DOE competitively awards M&O contracts to manage and operate DOE facilities. These M&O contractors are integrated with DOE and operate under strict DOE controls and guidelines.