

**MEDGAR EVERS COLLEGE  
ACCOUNTS PAYABLE DEPARTMENT  
CUNY GUIDELINES FOR MEALS EXPENSES**

Meals served on Medgar Evers College premises must follow CUNY rules and guidelines.

New York State Comptroller Office monitors closely the spending on meals by NYS agencies.

**Best Practices:**

- \* Meals served onsite should be rare, not routine.
- \* Allowable for business meetings or events lasting more than two (2) hours.
- \* Meeting / event planners should keep accurate headcount to not over order.
- \* It is more appropriate to serve meals when there is an outside guest speaker.
- \* All catering events must have a sign-in sheet. It is a required guideline.
- \* Meal purchases are tax exempt.
- \* Cost per person should be 'reasonable':
  - Light refreshment (breakfast) should not exceed \$ 8.00 per person.
  - Modest meals (lunch) should not exceed \$ 15.00 per person.

**UNALLOWABLE Meal Expenses Using TAX LEVY Funds**

- Social events: office parties, birthdays, student or employee recognition events.
- Alcoholic beverages.
- Off campus staff meetings.