



POLICY #: F-02
Meeting Expenses

ISSUED: January 17th, 2013

PURPOSE:

To facilitate meetings in support of the Workforce Investment Council mission while maintaining controls for accountability. This policy applies to meeting expenses paid from all Workforce Investment Council administered funds, including grants and contracts.

REFERENCES:

- Title 20 Code of Federal Regulations (CFR) 667.200
- Office of Management and Budget (OMB) A-122: Cost Principles for Non-Profit Organizations

BACKGROUND:

The Workforce Investment Act provides the rules for allowable costs and cost principles for expenditures of WIA funds. The OMB Circular A-122 allows for costs incurred by “advisory councils or committees” as long as those costs are allowable, determined to be “necessary and reasonable for proper and efficient performance and administration of Federal awards”, and are “adequately documented.” A cost is reasonable “if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”

It is recognized that meetings – Board meetings, committee meetings, workgroup meetings, and other ad hoc meetings – are necessary components in conducting the business of the Workforce Investment Council of Clackamas County. While there is no specific dollar limit on what can be spent on meetings, the costs must be ruled by the principles outlined above.

POLICY:

Workforce Investment Council covers the costs of authorized meetings provided the expenses comply with Federal and State rules and regulations and Workforce Investment Council policies and contracts and are allowable, necessary, reasonable and appropriately documented. Costs related to food or meals purchased for meetings will be allowable under the following additional criteria:

1. The meeting is of a recognized Workforce Investment Council group, including the Board, committees, workgroups, or ad hoc groups, conducting essential business on behalf of Workforce Investment Council;
2. The availability of food or a meal is essential to the meeting (it allows individuals to participate during a meal period or it allows members to participate more effectively);
3. The purchase of food or meals for meeting attendees has been pre-approved by the Workforce Investment Council Fiscal Director;

4. The per-person cost does not exceed what would be considered reasonable for the time of day and type of meeting being held.
5. The cost of the food or meals is itemized and documented with original receipts; and,
6. The purpose of and attendance at the meeting is documented.

Workforce Investment Council contractors shall maintain their own related policies and procedures in accordance with Federal and State rules and regulation, and this policy.

Approved:

 4/17/13
Workforce Investment Council Board Chair Date