

Treasury Documentation**Subject:** Meetings, Location and Refreshments**For:** SUPERVISOR and
EMPLOYEE HANDBOOKS**Also See:**

Identification	ET-03098 Policy
Effective Date	3-1-2013
Replaces	ET-03098 (1-1-2008)

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This Policy applies to all employees, boards, commissions, and other nondepartmental employees/participants under the jurisdiction of the Department of Treasury (Treasury) and/or the State Treasurer. Refer to the Department of Technology, Management, and Budget (DTMB) Travel Rates and the *Standardized Travel Regulations* regarding reimbursement rates and conditions for meal reimbursement while on official State business, available on the DTMB Web site.

Office Directors/Division Administrators are responsible for ensuring that State resources are used in a responsible manner with regard to expenses incurred for meeting location and reimbursement of refreshments.

Meeting Location

In accordance with Public Act 431 of 1984, MCL 18.1217, Sec (2) A, meetings must be held in a facility owned, leased, being purchased or operated by the State, the federal government, a unit of local government or a State-supported institution, college or university. Exception for a different location may be made only if the State Treasurer authorizes it in writing.

A location for any meeting should be chosen based on location of the majority of attendees and the purpose of the meeting.

In situations where procurement of a rented meeting place is authorized by the State Treasurer, the Greater Lansing Visitors and Convention Bureau or similar organization can provide bids for submission to Treasury Purchasing.

Meeting Refreshments

With appropriate approvals (see "Approvals" below), there may be some situations where lunch or refreshments may be paid/reimbursed.

- Lunch may be provided for meetings with no more than five business and professional representatives who were invited for meal only to discuss matters of State business. Actual lunch cost should not exceed Group meeting rates (published in DTMB's Travel Rates).
- Lunch or other refreshments may be requested for all-day training sessions where work continues during the lunch hour or if time constraints do not permit participants to leave the building or training area.
- Board or commission meetings where business is conducted all day or through the lunch hour. Members of boards or commissions are exempt from monetary limits.

Coffee/tea may be provided without prior approval at board, commission or external meetings where business is conducted.

Lunch will **not** be paid/reimbursed for:

- Routine meetings of Treasury employees (staff meetings, work sessions, planning sessions, etc.).
- Any public meetings, seminars or public presentations.

Alcoholic beverages will not be reimbursed.

Approvals

Requests for meeting location exceptions must be submitted on *Meeting Location/Reimbursement Request* (Form 3913) and appropriate approvals obtained prior to any commitment to reserve a location.

Requests for reimbursement of meeting refreshments other than coffee/tea must be submitted on the 3913 to the Office Director/Division Administrator for approval prior to the meeting date. (If any unusual expenses are expected, the Office Director/Division Administrator should advise and obtain consent of the Bureau Director.)

Expenses and propriety of these approvals will be audited annually by DTMB Internal Audit staff. The Bureau Director is responsible for ensuring that documentation and approvals are retained and available for these audits.

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