

Can I charge this meal / snack / drink to my sponsored project?

It depends....



Is it necessary to the performance of the statement of work?
It must be necessary to the performance of the statement of work to be an allowable charge.

YES

Meal/snack/drink:

For conference attendees - When CU Boulder is hosting a sponsor-approved conference, meals for attendees are allowed as part of eligible, conference costs.

For study subjects - Meals for study subjects (either as part of the experiment, or as part of the subject care costs) are allowed.

For participant support- Meals for participants that are included in the proposal and are approved by the sponsor are allowable.

While traveling - Meals while traveling on sponsored project supported travel can be covered either at a per diem rate (see GSA and State Department rates) or at a direct reimbursement rate.

MAYBE

Meal/snack/drink:

With a collaborator named in the proposal - If the collaborator has traveled to meet with you, only their meal may be covered as a travel cost. Non-travel related meals for PIs or project staff are not allowed.

Meals for a collaborator while you are both in travel status are covered separately as part of each individual's personal per diem.

When only the PI is in travel status, meals for the collaborator cannot be covered. Only the PI's meals can be covered as part of the travel per diem.

Meals with local collaborators where the trip to meet with the local collaborators does not meet the university's minimum duration requirements for per diem reimbursement, cannot be charged to a sponsored project.

With a postdoc I am recruiting to join the project - If the person being recruited has traveled to meet with you, only their meal may be covered as a travel cost. Your meal is not covered, because you are not in travel status.

Considered official functions - Allowed if part of an eligible, sponsor-approved conference. Official function form approval does not guarantee that cost is allowable as part of a sponsored project.

With a consultant - If the consultant has traveled to meet with you, only their meal may be covered as a travel cost or as part of their fee. Non-travel related meals for PIs or project staff are not allowed.

For an advisory committee - If the cost was identified in the proposal and sponsor-approved budget, then it is allowable.

NO

Meal/snack/drink:

For GRAs, postdocs, or other staff working late on a project - This is not an allowable cost.

Involving alcohol for conference attendees or study subjects - Alcohol cannot be included in conference meal costs, or for meals for study subjects.

During a department, lab, or project meeting - For CU Boulder employees, the only time meals may be charged to a sponsored project is if an individual is in travel status or attending a sponsor-approved conference. Department, lab, or project meetings do not qualify as either event.

Involving alcohol while traveling - While traveling, if you choose direct reimbursement for meals, rather than per diem reimbursement, then alcohol cannot be reimbursed.

For more information, see the [Travel Procedural Statement](#) and [Conference Procedural Statement](#)