

APPENDIX 3	LIGHT REFRESHMENTS/MEALS MATRIX			
Use of Appropriated Funds for Light Refreshments/Meals	TYPE OF PARTICIPANT			
LR - Light Refreshments M - Meals				
	<b>Federal Employee</b>	<b>Non-Federal Person</b>		
Type of Event				
<b>A. NIH Sponsored Event (Training) 1/</b>				
(1) On campus, NIH facility, or other Government facility (Local 6/) LR/M	YES	YES 2/		
(2) Non-government facility (Local 6/) LR/M	YES	YES 2/		
(3) Outside the Local area LR/M	YES	YES 2/		
<b>B. NIH Sponsored Event (Conference Training) 3/</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES 2/		
(2) Non-government facility (Local) LR/M	YES	YES 2/		
(3) Outside the Local area LR/M	YES	YES 2/		
<b>C. NIH Sponsored Event (Conference/Meeting - Non-Training Related) 4/</b>				
(1) On campus, NIH facility, or other Government facility (Local) LR Only	YES 4/	YES 2A/		
(2) Non-government facility (Local) LR Only	YES 4/	YES 2A/		
(3) Outside the Local area LR/M	YES 4/	YES 2A/		
<b>D. Non-Government Sponsored (Training; Conference Training; Conference/Meeting Non-Training Related)</b>				
(1) On campus, NIH facility, or other Government facility (Local) LR/M	N/A	N/A		
(2) Non-government facility (Local) LR/M	N/A	N/A		
(3) Outside the Local area LR/M	N/A	N/A		
NOTE: W/ a Non-government Sponsored event, there should not be any requirement for the use of NIH appropriated funds. 5/				
<b>E. Co-Sponsored Event (Training; Conference Training; Conference/Meeting Non-Training Related) 7/ (See NOTES 1 and 2 below)</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		
<b>F. Other Government Sponsored (Training; Conference Training; Conference/Meeting Non-Training Related)</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	N/A	N/A		
(2) Non-government facility (Local) LR/M	N/A	N/A		
(3) Outside the Local area LR/M	N/A	N/A		
NOTE: W/ an Other Government Sponsored Event, there should not be any requirement for the use of NIH appropriated funds. 5/				

<b>G. NIH Employee Recognition and Awards Ceremonies</b>				
(1) On campus, NIH facility, or other Government facility (Local) <b>LR Only</b>	YES	YES		
(2) Non-government facility (Local) <b>LR Only</b>	YES	YES		
(3) Outside the Local area <b>LR Only</b>	YES	YES		
NOTE: Under 65 Comp. Gen. 738 (1986))				
<b>H. NIH EEO/Cultural Awareness Program</b>				
(1) On campus, NIH facility, or other Government facility (Local )	YES <b>8/</b>	YES <b>9/</b>		
(2) Non-government facility (Local)	YES <b>8/</b>	YES <b>9/</b>		
(3) Outside the Local area	YES <b>8/</b>	YES <b>9/</b>		
NOTE: Under 60 Comp. Gen. 303 (1981)				
<b>I. NIH CFC, Savings Bond, Kick-off Meetings and Similar Events</b>				
(1) On campus, NIH facility, or other Government facility (Local) <b>LR Only</b>	YES	YES		
(2) Non-government facility (Local) <b>LR Only</b>	YES	YES		
(3) Outside the Local area <b>LR Only</b>	YES	YES		
<b>KEY:</b>				
<b>1/ "Training", 5 U.S.C. 4101 (Government Employees Training Act)</b> - The process of providing for and making available to an employee, and placing or enrolling the employee in , a planned, prepared, and coordinated program, course, curriculum, subject , system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. The following conditions must be met in order to provide meals to Federal employees at a "Training" event:				
a) The providing of meals is necessary to achieve the objectives of the Training program; and				
b) The meals are incident to the Training in that a portion of the training is conducted during the meal sessions.				
<b>2/</b> An individual legitimately performing a direct service, e.g., making a presentation, conducting the training, advising in an area of expertise. (5 U.S.C. 5703 and 5 U.S.C. 4109)				
<b>2A/</b> An individual performing a direct service, e.g., making a presentation, advising in an area of expertise, participating, collaborating, etc. (31 U.S.C. 1345 NOTE (Section 505)				
<b>3/ "Conference Training"</b> - A conference can be considered as "Training" under 5 CFR 410.404 <b>only</b> when the following conditions are met:				
a) The announced purpose of the conference is educational or instructional;				
b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience, which meets the definition of training as contained in 5 U.S.C. 4101 (see above);				
c) The content of the conference is germane to improving individual and/or organizational performance; and				
d) Development benefits will be derived through the employee's attendance.				
Similar to Footnote No. 1 above, the following conditions must be met in order to provide meals to Federal employees at a "Conference Training" event:				
a) The providing of meals is necessary to achieve the objectives of the Conference Training program; and				
b) The meals are incident to the Conference Training event in that a portion of the training is conducted during the meal sessions.				

<b>4/ "Conference/Meeting - Non-Training Related"</b> - This is a non-internal day-to-day business event that does not meet the definition of "Training" or "Conference Training" and the following conditions must be met:
<ul style="list-style-type: none"> <li>a) The event has a duration of a minimum of 4 hours; (NOTE: For Event "C3" above, meals may only be authorized when the 12 hour per diem rule is met.)</li> <li>b) The LR are incidental to the event;</li> <li>c) The partaking of the LR are necessary for employees to participate fully in the event; and</li> <li>d) Employees are not able to take the LR elsewhere without missing formal discussions, lectures, speeches, etc. concerning the purpose of the event.</li> </ul>
<b>5/</b> For a Non-Government Sponsored or Other Government Sponsored event, should a registration fee cover LR/M, and you pay out of pocket, you may be authorized reimbursement reimbursement for the costs of the registration fee. Should the registration fee not cover LR/M, and a separate charge is made for the LR/M, you may be authorized reimbursement if there is a showing that, 1) the LR/M are incidental to the event; 2) attendance at the LR/M is necessary to full participation in the business of the conference; and 3) you are not free to take the meals elsewhere without being absent from essential formal discussions, lectures, etc. concerning the purpose of the event. NOTE: In this scenario, the 12 hour per diem rule must be met.
<b>6/ "Local" (Throughout the Matrix)</b> - Travel area defined (HHS Travel Chapter 4-20-10) as w/in a 50 mile radius from BOTH the employee's residence and official duty station to a temporary duty site.
<b>7/ Co-Sponsorship</b> - The joint development of a conference, seminar, symposium, educational program, public information campaign, or similar event related to the mission of the NIH, by NIH and one or more non-Federal entities that share a mutual interest in the subject matter.
<b>NOTE 1:</b> This definition excludes prospective co-sponsors that would provide only funding for an event; or that do not have a demonstrable substantive interest in the subject matter matter of the event.
<b>NOTE 2:</b> For "Training" and "Conference Training", the conditions displayed above in Footnotes No. 1-3 must be met; For "Conference/Meeting Non-Training Related", the expenses are for attendance at non-internal day-to-day business meetings and must be associated with the functions or activities for which the appropriation is made or which will contribute to improved conduct, supervision, or management of those functions or activities.
<b>8/</b> Federal employees make partake of small samples of ethnic foods served as part of the formal program.
<b>9/</b> Non-Federal guest speakers may be authorized a meal if the event is away from their home or place of business.
<b>General Policy</b> - For any of the above applicable events, when the sponsor furnishes a "meal" to an individual who is receiving a per diem allowance, the "meals" portion of that allowance must be reduced accordingly.
chartoftravelmeals13 10/09/03