



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
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~~05~~ MAY 2009

AIR STATION ORDER 7000.8

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: USE OF APPROPRIATED FUNDS IN REIMBURSEMENT OF MEALS AND
FEES AT LOCAL OFFICIAL CIVILIAN COMMUNITY MEETINGS AND
CONFERENCES

Ref: (a) US Code: Title 5, Section 4110
(b) MCO 7300.22A
(c) DON Assistant Secretary (Financial Management and
Comptroller) Memorandum dtd May 12, 2006
(d) ASO 7220.1A

Encl: (1) Attendance Authorization Form

1. Situation. Establish a local policy for use of appropriated funds to reimburse costs incurred by civilian personnel who are occasionally required, due to their billet function, to attend official meetings/conferences with local civilian community officials, in which a meal is an integral part of the meeting.

2. Mission. The references provide guidance for use of appropriated funds in reimbursement of costs associated with occasional local official meetings/conferences, in which a meal is an integral part of that function. The Commanding Officer/Executive Officer, MCAS Cherry Point, will authorize and approve all attendance at these occasionally required meetings/conferences.

3. Execution

a. Commander's Intent. To ensure equity in reimbursement of costs associated with local official meetings/conferences in which meals (minus alcoholic beverages) have been determined to be an integral part.

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b. Concept of Operations

(1) Reference (a) states: "Expenses of attendance at meetings. Appropriations available to an agency for travel expenses are available for expenses of attendance at meetings which are concerned with the functions or activities for which the appropriation is made or which will contribute to improved conduct, supervision, or management of the functions or activities."

(2) Reference (b), paragraph 4a.(1)(c), provides the definition of a conference as "... any meeting, retreat, seminar, symposium, or other event..."

(3) In determining an amount that will be allowed for reimbursement, reference (c) clarifies criteria that must be met to use appropriated funds to pay for food/meals. Two scenarios are described:

(a) Conferences (meetings) sponsored by non-Federal entities--non-severable fee: "The DON may pay or provide reimbursement for food purchased as a non-severable, non-negotiable portion of a registration or attendance fee."

(b) Conferences (meetings) sponsored by non-Federal entities--severable fee: "If the cost of the food or meals is severable, then appropriated funds are available only to the extent that all of the following criteria are met:

1. The expenditure is necessary to obtain the full benefit of the meeting or conference,

2. Meals and refreshments are incidental to the meeting or conference, and the employee (attendee) cannot take the meals elsewhere without missing formal discussions, lectures, or speeches that are essential parts of the conference (meeting)."

(4) Food is generally thought of as a personal expense that government employees are expected to bear from their own salaries. Reference (d) defines the vicinity/local area surrounding MCAS Cherry Point for entitlement to payment of travel, per diem, and in-and-around mileage. Local travel entitlement for personnel assigned to MCAS Cherry Point is

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normally limited to mileage only per reference (d). Food can be purchased with appropriated funds only on rare occasions as outlined below. Approval for this authorization is the exception to a general prohibition on fiscal expenditures; approval should only be granted when clearly appropriate.

(5) Attendees/Supervisors will complete a Defense Travel System (DTS) authorization for this event adhering to the instructions contained in enclosure (1).

(6) Within 3 working days following the meeting, the attendee will submit a local DTS voucher claiming reimbursement for costs (*minus alcoholic beverages*) incurred as outlined in paragraph 3.b.(3)(a) and (b). Attendee's maximum reimbursement for meals-only costs would be limited to actual expense. Supporting documentation required to substantiate claim for reimbursement includes: signed attendance authorization; meeting announcement; program and/or agenda detailing speaker topics; itemized receipts and trip report containing synopsis of meeting of interest to the Command and noted action items for CO/XO.

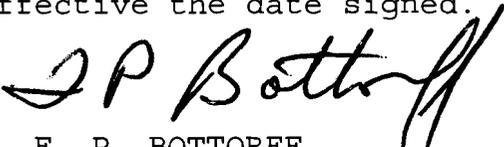
(7) The DTS Organizational Approving Official will ensure all documentation is attached to voucher prior to approval/signature.

4. Administration and Logistics. N/A

5. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point.

b. Signal. This Order is effective the date signed.



F. P. BOTTORFF

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**Attendance authorization Form
For Meal(s) Reimbursement at Local Community Official Functions**

1. Local travel entitlement for personnel assigned to MCAS Cherry Point is normal limited to mileage only per reference(d). Food is generally thought of as a personal expense that Government employees are expected to bear from their own salaries. Food can be purchased with appropriated funds only on rare occasions as outlined in this Order.

2. To receive consideration for reimbursement of the cost of meals/food at local official civilian community meetings and conferences, see the below list of rules and requirements:

a. Traveler - Enter name/organization_____.

(1) Create authorization in DTS requesting to attend the local function no later than 10 working days prior to the event.

(2) Use the specific line of accounting designated for meals/food for your organization that has been added to your drop down box.

(3) Indicate mode of transportation.

(4) Obtain SJA review and attach as supporting documentation for validity of claim.

(5) Attach supporting documentation in DTS to support anticipated food/meal expenses such as an invitation or announcement, agenda, individual role/requirements, etc.

b. Supervisor - Enter name/organization_____.
Review traveler's DTS authorization by providing responses to the questions below in support of authorization for food/meals reimbursement:

(1) Is attendance at meeting an official part of attendee's current civil service job/function? Y/N Explain.

(2) Is attendee sole representative for MCAS Cherry Point to this meeting/function from your department/Directorate? Y/N (If 'N', provide name(s) of other attendee(s)).

(3) Name/Location of Event - _____.

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(4) Date(s) of Event: _____
Time (Start/Adjournment): _____

(5) Sponsor of Event: _____

(Note: If sponsored by a Federal entity, no entitlement to reimbursement for food/meals).

(6) Food/Meal(s) Cost: _____
Food/Meal(s): Served / Non-served

(7) Explain attendee's unique role/contribution to this meeting/conference: _____

(8) Explain Cherry Point's interest in having this employee present at this meeting: _____

(9) Electronically attach this completed form in DTS to the attendee's authorization.

3. SJA Legal. Review authorization and provide CO/XO with ethics review/advisory that traveler may attach in DTS when submitting claim.

4. Commanding Officer/Executive Officer. Review this completed Form after it is electronically attached in DTS to the traveler's claim. Determine if the mode of transportation is most advantageous to the Government. Review SJA/Legal ethics advisory. (Based on this review, the CO/XO may approve or disapprove authorization.)