
ITTF POLICY STATEMENT 2014 (3)

TO: Sub-recipients of U.S. Department of Homeland Security Federal Preparedness Funds

FROM: Jonathon Monken, Director 
Illinois Emergency Management Agency

DATE: May 28, 2014

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Meals Provided for Homeland Security Training/Exercise Sessions, Meetings or Conferences **(to supersede ITTF Policy Statement 2011 (5))**

INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is a working partnership of more than 60 multi-discipline, multi-jurisdictional members, representing a broad spectrum of public safety agencies and associations and every community in Illinois. The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants received by the state of Illinois.

GENERAL POLICY STATEMENT

The use of federal preparedness funds to provide meals at a training session, meeting, or conference is allowable subject to the conditions stated below:

- Lunch and, under very limited circumstances, dinner may be provided to participants at training sessions, meetings, or conferences that are allowable activities budgeted by the sub-recipient under applicable federal preparedness grant guidelines.
- Expenses incurred for meals provided at training sessions, meetings, or conferences must satisfy the following three tests:

Test 1 - The cost of the meals provided is considered to be reasonable, as outlined in the ITTF eligibility statement listed below.

Test 2 - The meals provided are for a grant-related activity, as outlined in the ITTF eligibility statement listed below.

Test 3 - The meals provided are not related directly to amusement and/or social events. (Any event where alcohol is being served is considered a social event; therefore, costs associated with that event are not allowable).



Anyone receiving per diem allowances or reimbursements who attends any event at which meals are provided must deduct the allowance for the provided meals from his/her per diem allowance as outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees (https://www2.illinois.gov/cms/Employees/travel/Documents/travelguide_FY2014.pdf).

Unallowable Costs

Unallowable costs include, but are not limited to, the following:

- Costs directly related to entertainment
- Costs directly related to the purchase of alcohol
- Costs for breakfast
- Costs for snacks
- Costs for food/beverages during conference breaks

Eligibility Requirements and Procedure for Reimbursement of Meal Expenses

If a training session, meeting, or conference is held in accordance with the General Policy Statement involving management and administration, planning, training, or exercise activities associated with the implementation of a federal preparedness grant-funded event, the following must occur in order for the sub-recipient to receive reimbursement for the expenditure:

- Sub-recipient must ask the ITTF Chair or his/her designee for authorization via email or other written communication prior to the event for which the meal reimbursement is being sought. The authorization request must provide the purpose of the event and approximate cost of the meals provided.
- Meals must be at a grant-related activity where leaving the training/exercise site, meeting, or conference location would delay or prevent the entity from achieving the event's goals and objectives as outlined in the agenda.
- Event must commence at least one hour prior to and last at least one hour after the meal is provided.
- Sub-recipient must create a sign-in sheet listing the name of each person who is provided a meal and create an agenda for the event. The sign-in sheet and agenda must be submitted along with the invoice for the meals to the ITTF at the time of the reimbursement request.
- The lunch rate per person shall not exceed \$8.00. In the event dinner is an authorized expense, the meal rate per person shall not exceed the rate outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees.
- Expenditures for dinner (evening meal) will be eligible for reimbursement only in very limited cases. Circumstances under which the ITTF Chair may authorize dinner (evening meal) include, but are not limited to, the following: scheduling an evening program would eliminate the need for meeting the next day; exercise activities call for after-hours play or staging; and/or providing the meal would cost less than per diem payments for participants on travel status.

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would prevent a sub-recipient from adhering to this policy or where the stated meal rates must be exceeded, the sub-recipient must request in writing to the ITTF Chair an exception prior to the provision of the meals.

EFFECTIVE DATE OF POLICY

This policy is effective for meal reimbursement requests initiated on or after the date of this policy statement.