

## **KDA Official Hospitality Guidelines**

### **Prior Approval Required**

Please complete the Kansas Department of Agriculture “Detail for Official Hospitality/Food/Beverages” form, obtain the necessary signature, and route to Fiscal for approval. Once reviewed, Fiscal will notify the contact name and e-mail address provided whether the request has been approved, denied, or approved with edits.

### **Things to Remember:**

All expenditures for food, beverages, or official hospitality **MUST** be for an official business purpose which bears a valid relationship to the mission of the agency. All expenditures remain at the discretion of the Secretary of Agriculture.

### **Allowable Costs**

- Food/beverages supporting an official business setting (conference, workshop, training session)
  - As evidenced by a formal program agenda, statement of purpose, listing of participants;
  - Food/beverages must serve a demonstrably essential/important ingredient for success, not merely a hospitality enhancement;
  - And serves a clear Kansas Department of Agriculture business purpose.
- Food/beverages supported by fees (typically within a conference registration fee, banquet fee, etc.)
  - As evidenced by a formal program agenda, statement of purpose, listing of participants.

#### **Examples of Allowable Costs:**

**All-day or half-day workshops/training sessions**  
**Conference meals funded from registration fees**

### **Unallowable Costs**

- Food/beverage provided as incidental to normal meetings (staff meetings, committee meetings, board meetings, etc.) on which the success of the meeting does not depend. Typically involving predominantly employees, the food/beverage serve no essential business purpose; therefore, the costs of which should not be borne by State funds.
- Food/beverage which do not serve a clear official business purpose.

#### **Examples of Unallowable Costs:**

**Staff meetings throughout the business day**