

# Charging Food to Sponsored Projects

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

## Yes

**For conference attendees –**  
When UNT 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 subject care costs, are allowed.

**While traveling –** Meals while traveling on sponsored project supported travel can be covered as a direct reimbursement up to the per diem rate (see [GSA and State Department rates](#)).

## Maybe

**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.

Meals for a collaborator when only the PI is in travel status may be covered as a travel cost.

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.

**With a consultant –** If the consultant 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.

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

## No

**For RAs, 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 meal study subjects.

**During a department, lab, or project meeting –** For UNT 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. Other meetings do not qualify as either event.

**Involving alcohol while traveling –**  
Alcohol cannot be reimbursed.