



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 11-09-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 2
EFFECTIVE DATE: 01-05-11	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 06-14-OMB
SUBJECT: ENTERTAINMENT, MEALS, AND REFRESHMENTS		
ATTENTION: DIRECTORS OF ADMINISTRATION AND CHIEF FISCAL OFFICERS		
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I. GENERAL

- A. This circular outlines the policy for expending public funds by State agencies, boards, commissions, and councils for entertainment, meals and refreshments. Meal allowance and subsistence are not addressed in this circular, but are included in Circular 11-05-OMB, Travel Regulations.
- B. Agencies, boards, commissions and councils are required to follow guidelines set forth in Circular 11-02-DPP, Delegated Purchase Authority, and the department's internal policies and procedures for entertainment, meal and refreshment procurements.
- C. Entertainment expenditures should be charged to expense object code 3850.
- D. Agencies, boards, commissions and councils are subject to audit for compliance with this circular.

II. DEFINITIONS

- A. Dignitary - A notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this circular, is NOT a State employee.
- B. Entertainment - activities, events or functions provided or held for the benefit of patients, inmates, students of State institutions, dignitaries and other "non-State" employees which are paid from public funds.

III. ALLOWABLE EXPENDITURES

- A. Entertainment of patients, inmates, and students in State institutions, including meals, refreshments and any other expenses directly related to such entertainment.
- B. Entertainment of dignitaries and other "non-State" employees, including meals and refreshments and any other expenses directly related to such entertainment. It is expected that expenditures for this purpose will be minimal and infrequent.

III. ALLOWABLE EXPENDITURES - continued

- C. Board, commission, council, organizational, etc. meetings are limited to light meals and refreshments.
- D. All reasonable costs of commencement and convocation activities at State institutions.
- E. Receptions or other social functions held for or honoring any employee or group of employees of the State (retirement, awards, appointments, etc.) should be minimal and infrequent (not to exceed \$25.00 per month per agency). Other entertainment expenditures related to State employees are allowable only to the extent that such employees are essential to the conduct of the activity, event or function.

IV. PROHIBITED EXPENDITURES

- A. Meals or refreshments to be served to participants (other than students, patients or residents) or guests at any athletic event or other games or contests.
- B. Expenses for alcoholic beverages.

V. DOCUMENTATION REQUIRED

Agencies, boards, commissions and councils should include the following information as a part of the documentation to support entertainment events conducted by them:

- A. A description of the entertainment activity, event or function.
- B. The purpose/justification of the entertainment, expressed in terms of the goal(s) or objective(s) of the agency or program under which the entertainment is being conducted.
- C. The make-up of the group participating in the entertainment.
- D. The names and titles of any State employees included in the group.



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Director