



Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

AUG 23 2018

Mr. Peter Ferrara
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973

Dear Mr. Ferrara:

**SUBJECT: BROOKHAVEN SCIENCE ASSOCIATES (BSA) CONFERENCE/EVENT
MANAGEMENT POLICY MODIFICATIONS REGARDING MEALS AND
REFRESHMENTS**

Reference: Email from P. Ferrara, BSA, to A. Clifton, SC-BHSO; Subject: Meal Allowability Discussion, dated June 21, 2018.

The proposed Brookhaven Science Associates (BSA) Conference/Event Management policy modifications request, referenced above, has been reviewed. BSA proposes to change the current Conference/Event Management Meal and Refreshment Costs policy in the Standards Based Management System to reflect that, except for those types of costs related to an individual on official travel, BSA's policy is that all business meal and refreshment costs are unallowable and should not be charged to the Department of Energy's (DOE) Prime Contract. These proposed changes to the Standards Based Management System are approved, with a recommendation that the wording "should not be charged" be changed to "shall not be charged."

We have also discussed the need for a policy/process for the rare instance where an exception to the meals and refreshment policy is needed. In those rare situations, where an exception to the meals and refreshments policy is proposed by BSA, BSA will submit a detailed request, on a case by case basis, to the DOE Contracting Officer for approval of those costs before they are incurred. Previously approved exception requests have involved situations where the remote location of the event or security concerns and/or restrictions would have presented an undue disruption to the workshop if on-site meals and refreshments were not provided to the attendees. BSA has also presented a tracking mechanism for the incurred costs of these approved exceptions and we concur with its use.

BSA is reminded that approval of these costs and their allowability shall be in accordance with the Prime Contract and DOE's latest guidance on Conference-Related Activities and Spending. BSA is further reminded that appropriated funds cannot not be used for entertainment purposes or the purchase of alcohol.

Mr. Ferrara

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If you have any questions, please contact me at extension 2405 or via e-mail at aundrea.clifton@science.doe.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Aundrea Clifton". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Aundrea Clifton
Contracting Officer
Business Management Division

cc: R. Gordon, SC-BHSO
L. Sadler, SC-BHSO
G. Clark, BSA
K. Fox, BSA