



## Department of Energy

Brookhaven Site Office  
P.O. Box 5000  
Upton, New York 11973

Ms. Suzanne Davidson  
Brookhaven Science Associates  
Brookhaven National Laboratory  
Upton, New York 11973

APR 02 2012

Dear Ms. Davidson:

**SUBJECT: REVISION TO THE BROOKHAVEN SCIENCE ASSOCIATES (BSA) POLICY ON  
CONFERENCE MEALS AND REFRESHMENTS**

Reference: Letter from S. Davidson, BSA, to R. Gordon, BHSO, subject: Requesting a  
Revision to the BSA Policy on Meals, dated March 29, 2012.

The enclosed revision, Reference 1 (enclosed), to BSA's current policy on meals has been approved. The revised policy will allow for specific conferences to be authorized by Laboratory management, Chief Financial Officer, to allow meals and refreshments. Only meal charges that are in compliance with the applicable Federal Acquisition Regulation and are reasonable, allocable, not specifically unallowable and in accordance with the referenced letter, may be reimbursed under the Prime Contract.

The policy for events of an operational manner, including meetings, training, working lunches and presentations involving meals and refreshments will be unchanged and may not be reimbursed under the Prime Contract. If you have any questions, please contact John Meadows of my staff at extension 3430.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert P. Gordon".

Robert P. Gordon, Director  
Business Management Division

Enclosure:  
As Stated

cc: K. Fox, BSA, w/encl.  
M. Israel, BSA, w/encl.  
J. Meadows, BHSO, w/encl.



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March 29, 2012

Mr. Robert Gordon, Director  
Business Management Division  
U.S. Department of Energy  
Brookhaven Site Office  
Building 464  
Upton, NY 11973

**SUBJECT: Requesting a Revision to the BSA Policy on Meals**

**REFERENCE: Acquisition Letter 2012-15, Meal Costs in Management and Operating Contracts**

Dear Mr. Gordon:

BSA's current policy on meals and refreshments is as follows:

- For official travel meals are allowable and reimbursed in accordance with FTR
- On-site meetings - Meals and refreshment are unallowable
- Attending Conferences - if meals are identified in the registration fee they are deducted as meals provided
- Hosting or Cosponsoring conferences - Meals and refreshments are unallowable.

The policies covering on-site meetings, attending conferences and Hosting/Cosponsoring conferences are consistent but more conservative than those allowed in the various FAR clauses listed in the referenced DOE Acquisition Letter. The BSA business rules avoid the costs that would be required to establish additional internal controls necessary to review all meal costs and provided reasonable assurance that meal costs charged to DOE are allocable, reasonable, and not specifically unallowable.


We are requesting at this time that the policy be revised. The revised policy will allow for specific conferences to be authorized by Laboratory management to allow meals and refreshments.

The CFO will approve each conference in which meals will be an allowable cost. For those conference approved by the CFO, only meal charges that are in compliance with the applicable FAR regulation and are reasonable, allocable, and not specifically unallowable will be requested. The Conference Management Office in the Fiscal Service Division will be responsible for administration of this new policy. Cost details for these approved events will be available for DOE review upon request.

The policy for events of an operational manner, including meetings, training, working lunches and presentations involving meals and refreshments will be unchanged and covered by BSA. We believe this change in policy will be efficient to administer and will bring our practice related to meals and refreshments for conferences in concert with the other DOE laboratories. Examples of the types of conferences that the revised policy would apply to include the 32nd Meeting of the US-Peoples Republic China (PRC) Joint Committee on High Energy Physics and the upcoming FY 12 DOE Contractor HR Conference.

Your attention to this matter is greatly appreciated. If you any have questions, please contact Kevin Fox at extension 6185.

Sincerely,



Suzanne M. Davidson  
Chief Financial Officer

Enclosure: AL 2012-05

SMD/KJF/dj

cc: K. Fox  
P. Ferrara  
J. Meadows, DOE-BHSO

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