

## **CIRM BUSINESS MEETING RATE GUIDELINES FOR GRANTEES**

### **PURPOSE**

Under certain circumstances, and with prior approval as outlined in the agreement between CIRM and grantee the CIRM may reimburse grantees for business meeting related expenses. Please note that meals unrelated to travel are an unallowable expense unless specified in the Request for Application (RFA.)

Currently, Business Meeting Expenditures are allowed under CIRM's Mechanism 2 Conference Awards (EDUC 1.X.)

### **BUSINESS MEETING EXPENDITURES**

Business meeting expenditures are costs for meals or light refreshments and related services (i.e. labor charges, room or equipment rental, etc.) incurred in connections with meetings of individuals to fulfill the requirements of the agreement between CIRM and the Grantee. Such expenses must support an underlying business purpose as required by the CIRM agreement.

### **CURRENT REIMBURSEMENT RATES**

Currently, the maximum per-person expenditures for meals and light refreshments furnished by the CIRM may not exceed the following amounts:

Breakfast	<b>\$28.00</b>
Lunch	<b>\$49.00</b>
Dinner	<b>\$85.00</b>
Light refreshments	<b>\$20.00</b>

The maximum per-person expenditures listed above include the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees. If a reception before a meal includes beverages and hors d'oeuvres, the combined charges for the reception and the meal should be treated as a single event for purposes of calculating per person costs.

The costs of room rental, room setup fees, media rental, and decorations, etc., are not included in the per-person costs unless those costs cannot be separated by the vendor.

The maximum rates will be adjusted periodically.