



## **Business Meal Policy**

**Policy Number:** [314](#)

**Categorized:** Administrative

**Responsible Office:** Finance & Administration

**Subject:** Business Meals

**Related Policies:**

**Procedures:** [314P](#)

**Additional Information:**

**Effective Date:** 07/15/2023

**Last Reviewed Date:** 07/01/2023

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### **1. Scope**

The policy herein applies to all Northern Virginia Community College (NOVA) employees, departments, offices, and organizations intending to provide food and/or beverages at the college's expense. This does not apply to meals for employees who are in travel status. Overtime/emergency meal allowances do not fall under the scope of this document.

### **2. Policy**

Northern Virginia Community College abides by the policy regarding Business Meals as written in Section 20335 of the Department of Accounts (DOA) Commonwealth Accounting Policies and Procedures (CAPP) manual.

### **3. Procedures**

See Business Meals Procedure 314P

### **4. Authority**

[Department of Accounts \(DOA\) Commonwealth Accounting Policies and Procedures \(CAPP\).  
Section 20335 Cash Disbursements Accounting](#)