TO: Preparedness Administrators

FROM: Michael L. Bear, Director, Preparedness Program

RE: Meal Reimbursement for Meetings and Exercises

DATE: September 26, 2016

Earlier this year KDHE prohibited the purchase of meals for exercises and meetings due to the high costs that were being incurred. Many of our partners have expressed concern that this prohibition would inhibit meeting and exercise participation. After much consideration I have decided a general prohibition on providing meals is not an effective solution to controlling meal costs and may be having adverse effects on the program. Therefore, KDHE will reimburse for meeting and exercise meals costs, but only reimburse for the GSA per diem lunch rate for each participant. For example if the GSA lunch rate is $11.00 and there are 5 meeting participants the allowable meal reimbursement will be $55.00. If you seek meal reimbursement the agenda for the meeting/exercise needs to be submitted and the number of meeting or exercise participants should be noted on the affidavit along with the city in which the event occurred.

Please keep in mind that the GSA per diem shifts based on location. Additional information on meal per diem rates can be found at www.gsa.gov.