



Business Meals

Policy Number: 314

Categorized: Administrative

Procedure: 314P

Responsible Office: VP Finance and Administration

Effective Date: 07/15/2023

Date Last Reviewed: 01/29/2024

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 Statement

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. Authority

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