

Working Lunch Template

The purpose of this template is to assist Federal program subrecipients in evaluating the appropriateness of using federal funds for a working lunch.

Event Date:

Topic of Event:

1. Is a working lunch necessary?

If yes, provide details:

2. Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the conference or meeting?

If yes, provide details:

3. Is there a genuine time constraint that requires the working lunch?

If yes, provide details:

4. If a working lunch is necessary, is the cost of the working lunch reasonable?

If yes, provide details:

5. Has the SEA or LEA carefully documented that a working lunch is both reasonable and necessary?

If yes, provide details:

Note: A dated sign in sheet listing the name of each attendee and their signature is required with this form.

