**Questionnaire for Exceptions to Permit Use of Funds for Food**

Please provide all background information and any part that you think applies to your event. Completing the questionnaire alone does not mean the event may use appropriated funds for food or refreshments!

**Background Information:**

1. Do you plan on paying for the food and refreshments with appropriated funds?
2. What is the title of the event?
3. What NASA office is holding/sponsoring the event?
4. How does the event fulfill a mission of the sponsoring office and/or of NASA?
5. Does the event deal with primarily internal NASA matters?
6. Has this or a similar event been sponsored by NASA in the past? When? Were food or refreshments purchased with appropriated funds previously?
7. Who is the official who has approved or will approve the conference?
8. Who is the certifying official for the expenditure of appropriated funds?
9. Please provide a copy of the agenda or draft agenda that specifies topics and speakers.
10. What are the dates for the event?
11. What is the place of the event?
12. What percentage or number of attendees are on Government travel orders?
13. Where are most of the traveling attendees expected to obtain lodging (i.e., at the event site or nearby)?
14. How many people are invited?
15. Please indicate the types (and number of attendees if known) in each of the following categories:
	1. (\_\_\_\_) Civil servants from other Federal Agencies
	2. (\_\_\_\_) NASA contractors
	3. (\_\_\_\_) Other Federal agency contractors
	4. (\_\_\_\_) Representatives from non-profit groups and/or institutions of higher learning
	5. (\_\_\_\_) Congressmen and staffers
	6. (\_\_\_\_) Representatives from local government
	7. (\_\_\_\_) Representatives from foreign governments
	8. (\_\_\_\_) Media, press
	9. (\_\_\_\_) the public
	10. (\_\_\_\_) other (please specify).
16. What meals and refreshments would you like to serve and when?
17. What are the approximate values of each?
18. What is the cost break-down per day for each person per refreshment/meal service?
19. Will any other entity supply food or refreshments? If so, what is that entity?
20. Are you employing a conference organizer? If so, please specify the company and provide the name and contact information for the NASA employee who is in charge of the contract or task order.
21. Are there any reasonable cost-avoidance or cost-savings made by using appropriated funds to obtain meals and/or refreshments? If so, specify.

**Additional Questions For Specific Events:**

**A. Non-NASA Conferences With a Separate Fee for Food**

1. Does the event have a fee (e.g., a registration fee)?
2. If so, does the event have a single fee covering both attendance and meals?
	1. Is there a separate fee for meals?
3. Note: providing the conference agenda can be an efficient way answer the following questions.
	1. Are the meals and refreshments an incidental (secondary) part of the meeting?
	2. Is attendance of the employee at the meals necessary to full participation in the business of the conference (e.g., because the meal takes place during a keynote presentation)?
	3. Is the employee free to take the meals elsewhere without being absent from essential formal discussions, lectures, or speeches concerning the purpose of the conference?

**B. Training**

1. What is the subject matter of the training?
2. What is the goal of the training?
3. Is this meeting something other than a day-to-day or routine business meeting?
4. How does the event meet the definition of training above? Explain how.
5. Have you checked with the NASA training office to see if this event meets the criteria for NASA training? (If not, we recommend that you do so.)
6. Is the provision of food and/or refreshments necessary to achieve the goals of the training? If so, how?
7. Are the meals incidental to the training?
8. Will attendance at the meals or refreshment periods be necessary in order for the employees to obtain the full benefit of the training?
9. Will employees be free to take meals elsewhere without being absent from the essential business of the training?
10. Attach a copy of the agenda or draft agenda.

**C. Awards Ceremony**

1. Will there be an award ceremony?

2. What awards will be given and who will receive them?

3. Will there be an audience of more than the attendees?

4. Will the food and refreshments materially enhance the ceremony?

5. Are the food and refreshments appropriate for the type of award ceremony?

6. Will the food be served in conjunction with the awards ceremony?