[Your Agency Letterhead]

**To:** SSC Travel and Expense Team

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your Agency Head’s name)

**Reason:** Business Meals Exception Request Letter

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date Signed)

Effective July 1, 2019, business meal pre-approval became a requirement by CAPP Section No. 20300 – Cash Disbursements Accounting, Topic No. 20335 - State Travel Regulations. The VCCS felt there was a legitimate business need for impromptu meals and sought a waiver from DOA for exceptions so as to remain in compliance.

Effective November 25, 2019, this waiver was granted by the DOA with restrictions. The only VCCS members to which this waiver applies are the Chancellor and his cabinet as well as Presidents and their cabinet. A pre-approval is still required for planned business meals, but for those unforeseeable times when impromptu business meals apply (i.e. a business meeting needs to continue over a meal or visitors are unplanned), an exception letter would be necessary.

The VCCS leadership feels it is important to set guidelines to remain in compliance with this waiver. The SSC will track and monitor usage by school and by individual. This exception letter will serve as documentation for the individuals on the attached form when the unforeseeable occurs.

This exception letter is being sent to the Shared Services Center at [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu) and will be updated at the beginning of each fiscal year or as personnel changes occur.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your agency head]

Name Position

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