

**Department of
Veterans Affairs**

Memorandum

APR 01 2016

Date:

From: Interim Assistant Secretary for Management and Interim Chief Financial Officer (004)

Subj: Appendix C, Amendment to VA Financial Policy Volume II Chapter 4 Awards, Ceremonies, Food or Refreshments, Gifts or Mementos (VAIQ# 7688323)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The purpose of this memorandum is to provide notification of the attached amendment to VA Financial Policy, Volume II, Chapter 4, *Awards, Ceremonies, Food or Refreshments, Gifts or Mementos, Appendix C, Amendments*. Effective immediately, the approval authority for food and beverage expenditures at award ceremonies is lowered from an SES to a GS-15 or Title 38 equivalent employee. This policy change was approved by the Deputy Secretary through VA's Reports, Approvals, Meetings, Measurements, Policies (RAMMP) process.

2. In addition to this change in approval level, the limits on the number of attendees and costs have been revised to allow flexibility, while maintaining controls over spending. The permitted cost per person is raised from \$20 to \$30. The 100 person attendee limit has been removed, and an overall cost limit of \$10,000 per awards ceremony is being instituted. Award ceremonies with refreshment or meal expenses exceeding financial policy limits continue to require advance approval by the appropriate level as follows:

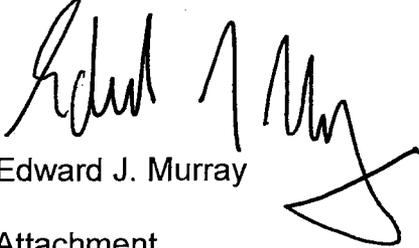
Organization	Approving Official
Veterans Benefit Administration; Veterans Health Administration; and National Cemetery Administration	Under Secretary
Board of Veterans' Appeals	Chairman of the Board of Veterans' Appeals
Staff Offices	Assistant Secretary
Office of General Counsel	General Counsel
Other Organizations	Assistant Secretary for Management

3. While award ceremonies are an important way of recognizing the achievements of employees and volunteers, special care must be taken when considering approval of food or light refreshments. Award ceremonies should not give the perception of using taxpayer money for lavish or wasteful events.

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Food or Refreshments, Gifts or Mementos – Appendix C

4. If you have any questions, please call me or have a member of your staff contact Mr.
Tom Harker, Acting Associate Deputy Assistant Secretary for Financial Policy at (202)
461-6486.

A handwritten signature in black ink, appearing to read "Edward J. Murray". The signature is stylized and cursive, with a large, sweeping flourish at the end.

Edward J. Murray

Attachment