

CONSTRUCTION BULLETIN 25-01

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FROM: William P. Fay, State Construction Engineer

DATE: February 19, 2025

Buying Food, Catering, or Lunch for Construction or Partnering Meetings

Purpose

To clarify what ADOT staff should do to comply with travel or food policy at in person construction or partnering meetings.

Background

ADOT has policies and procedures in place to allow for reasonable food costs at some in person meetings but contractors, restaurants, good natured third parties or host sites either have difficulty complying with those policies or don't know about them leading to confusion.

Process

The following processes have not changed:

- ADOT and the contractor each participate in 50% (i.e. split) of food costs for authorized meetings such as partnering meetings up to the current limit found in ADOA travel policies.
- Individual participants are not expected to contribute or pay for food brought in to the meeting.

The following processes are clarified:

- Any party or partner participating in the meeting may agree to pay more than 50% or their proportional amount of the cost of the food brought to the meeting.
- ADOT's policy remains that it will not exceed reimbursement of more than 50% of the cost of the food or the defined rate in the travel policy to the contractor that provides the food.
- Contractors may voluntarily elect to pay more than 50% of food costs if/when food costs exceed what is allowed in the travel reimbursement policy and is a reasonable cost. There is no requirement for either party to pay more than 50%.
- When a party elects to pay more than 50% the participants in the meeting should be unaffected and food provided to all.