



Events-Meal Payment Form

Meal expenses are payable if the criteria listed below is met. In order to satisfy the “Headquarters City” requirements, you must be able to check one line in each category. A printed, completed copy of this form and the required documentation should be attached to the payment mechanism (e.g., Employee Reimbursement, Purchasing Card Log, Purchase Requisition, Catering Invoices or PIR). Individual meals are not payable on the P-card.

Event: _____ **Date(s):** _____

Event Purpose: _____

Event Location: ___ On campus ___ Off campus

Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.

Was a fee collected from participants to cover costs? ___ Yes ___ No

1. Allowable Expenses: (Check the line that pertains to the event)

- ___ The meal was provided in the headquarters city and a mealtime speaker was scheduled.
- ___ Business was conducted during the meal.
- ___ Facilities were not available near the meeting location for attendees to eat on their own.
- ___ The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.

2. Reasonable Approved Expenses:

___ The meal expenses, for State/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division’s Dean/Director’s office policy.

3. Participant Information:

___ A list of meeting participants including name and affiliation is attached (Required).

4. Proof of Payment: (Check the line that pertains)

___ Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)

___ A copy or handwritten receipt is attached because: _____

___ Vendor will submit original invoice. (When form is used as part of the purchase order process.)

5. Types of Events and Required Documentation: (Choose one and attach required documentation)

- Business Meeting or Informational Session**
Attach all of the following: Justification for holding the meeting over the meal period, Agenda (shows date, time, & purpose of meeting), List of Attendees (Refreshments – Need only Number of Attendees; Meal – Need list of attendees & affiliation to University)

- SUFAC sponsored event – open to all**
Poster, announcement or ad for event that indicates that everyone is invited, date, time, and location

- UWP sponsored event – open to all or invite list**
Poster, announcement, invitation, or ad for event that indicates who is invited, date, time and location

- UWP sponsored event – fee charged for meal/breaks**
Registration form indicating fee and specifically what is included in the fee (meals, breaks, etc)

- UWP sponsored meeting, conference, camp, or training – fee charged**
Brochure or registration form that indicates costs included in fee (meals, breaks, misc.)

- Performer, speaker or presenter – meal/breaks**
Copy of contract or agreement specifying that a meal/break is to be provided

- Grant-Sponsored Event (Fund 133)**
Invite to Event, Budget Info, Names of participants (when meal provided), Number of participants (when break items provided)

- Press box lunches, recruiting meal passes, child care meals/snacks**
No documentation required

(Signature of Approving Official) Not required if included in the payment mechanism.

Contact for Questions:

Name

Phone#