



College Meal Form

Rev. 5/2011

Policy (Expenditures Policy #4.11):

The university may pay or reimburse properly documented meals whose primary purpose is a business discussion. To qualify as a business meal under this policy, the attendees must include at least one non-university employee whose presence is necessary to the business discussion. Meetings attended solely by university employees and gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals. However, food may be provided at meetings of university employees on an occasional basis. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion. The university will not pay or reimburse business meal expenses that lack documentation or a clear business purpose. (Please refer to the complete policy for more information)

IRS rules on substantiation of business expenses require the following documentation:

- a. Original, itemized receipt
- b. Time, date, and place of meal
- c. Business purpose
- d. List of attendees and their affiliation

Process: A completed meal form must be attached to all receipts for meals including purchasing card transactions, reimbursements, or interdepartmental billings (i.e. University Catering, the Blackwell). Business meals must be charged to account code 64408. Meals at University functions must be charged to account code 64493. Alcohol expenses that are included in the meal must be charged to discretionary funds and account code 64430.

Select One:

Date and Time of meal:

Meal Location:

Business Purpose (detailed):

Attendees (include affiliation):

Purchaser Signature: _____ Date: _____

Dept. Fiscal Officer
Approval: _____ Date: _____

Dept. Chair
Approval: _____ Date: _____

Forward to the College Director of Finance and Business Operations for approval of the following(mark all that apply).

- Alcohol Spouse/Guest Attendance (requires pre-approval) Dollar Limit Exception (requires pre-approval)

Marie Mead _____

Date: _____