Meal/Food Pre-Approval Form

Not for meals related to travel

This form is required for business meal/food reimbursements and purchases for (i) catered meals and (ii) meals/food purchases attended by only University employees as indicated in 08-14.00.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Requestor: _____ **Department:** Biology

Date of Meal/Purchase: _____ **Estimated/Actual Cost:** _____

Chartstring To Be Charged: _____

Will The D-Card Be Used? ☐ **Yes** ☐ **No** **Will The P-Card Be Used?** ☐ **Yes** ☐ **No**

Type of Meal (please check one): ☐ **Breakfast** ☐ **Lunch** ☐ **Dinner**

Purpose/Reason for Meal (please check appropriate box and provide more detailed information below. Refer to policy # 08-14.00.01 for explanation of each category):

☐ **Working Meal** ☐ **Committee Meal** ☐ **Recruitment Meal** ☐ **Training Meal**
☐ **Event Meal** ☐ **Other Meal**

Description of Purpose (or attach meeting agenda): _____

_____

_____

Participants: (please attach additional sheet if necessary)

Name	Affiliation

This form must be signed by the appropriate person per VII-11.10.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Direct Supervisor Name: _____ **Title:** _____

Direct Supervisor Signature: _____ **Date:** _____

Approval Name: _____ **Title:** _____

Approval Signature: _____ **Date:** _____

(<$2500 = Director, Department Chair, or higher; $2500 - $4999.99 = Asst/Assoc Vice President, Asst/Assoc Dean, Asst/Assoc Vice Provost, or higher; $5000 + = Vice President, Dean, Provost, or higher)