

 **Meeting Meal Voucher**

A business meeting meal is defined as a sit down meal with an external party that is held at an on campus food service (Aramark) location or at a local restaurant as part of an official business meeting. Common examples of external parties include: candidates, speakers, and recruiters. Complete this form, obtain approval, attach an Aramark invoice (for on campus food service location) or a detailed itemized receipt (for a local restaurant) and forward to Accounts Payable for payment of a business meeting meal.

***As with all expenditures of public funds, universities are expected to use prudence in determining the appropriateness of purchasing food with public funds.***

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| **Payee Information** |
| **Payee Name:** **Payee Address:** **Accounts Payable Vendor Number:**  |

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| **Payment Information** |
| **Date of Meeting:** **Amount:** **Time of Meeting: Start: End:** **Business Purpose:** **Number of Participants: Location:**

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| **Participant Name** | **Affiliation/Group** | **Participant Name** | **Affiliation/Group** |
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| **Account Information** |
|  **Cost Center:** **General Ledger:**  ***Please verify GL accuracy here.*** **Fund:** **Special Instructions:**  |

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| **Signature of Employee Responsible for Request** |
| **I certify funds were spent according to university guidelines and not for personal benefit of myself or other individuals.**  **I understand that misuse of university funds may result in disciplinary action.** **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Payee Information** |
|  **Vice President/Dean (print name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *NOTE: If related to grant, request must be approved by Grant Accountant* (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Version: 10/2012