



Policy:

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. Please refer to the [Expenditures Policy](#) for more information.

Process: The College Meal Form is used by Fiscal Officers to determine any additional approvals needed in Workday Requests. Attach completed form to the Workday Request.

Requestor Name:

Workday Request Number:

Attendees (include University affiliation):

*Include a complete list of attendees for business meals; for large events, note the estimated number of attendees and attach a copy of the invite list and/or event flyer to the Workday Request.

Will any of the following will be present (mark yes for all that apply)?

*If preapproval was not obtained and any of the following are present, please resubmit for review.

Spouse/Guest Yes No

Alcohol Yes No

Is Dean's attendance required for meal/business to be conducted? Yes No

Is Dean direct report's attendance required for meal/business to be conducted? Yes No

Will any government officials attend? Yes No

*If yes, please note their title in the attendees section above. Fiscal Officer will notify Governmental Affairs and place a comment in the Workday Request.