



PRO4000

Revision Date: 7-2018

Form Revisions
Finalized by:

Michele Skaggs

BUSINESS MEAL APPROVAL REQUEST FORM (NON TRAVEL MEALS)

Date:

Department Information

Agency:

Department Name:

Source of Funds (Fund/Department/Campus/Account):

Requested By:

Event Information

Scheduled Meeting Date:

Meal Location:

Number of Participants:

(Attach List of Attendees and Affiliation)

Type of Meal (Check one):

Lunch

Dinner

Other (describe):

Purpose/Business Reason for Meal:

Meal is Within State Per Diem Rate:

Meal Exceeds State Per Diem Rate:

If a meal exceeds the State per diem, please explain why.

Meal is (Check one):

On Campus

Off Campus

Approvals

Signature of Department Approver for Source of Funds

Date

Agency Head/Designee

Date

*Non-Travel Meals includes catering, groceries, and any food purchase which will be consumed by college employees

A COPY OF THIS FORM MUST BE ATTACHED TO A PROCUREMENT REQUEST