



PRO4000

Revision Date: 04-2020

Form Revisions Finalized by: Michele Canull

### BUSINESS MEAL APPROVAL REQUEST FORM (NON TRAVEL MEALS)

Date:

#### Department Information

Institution:

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 institution employees.

\*\*Please retain a copy of attendees at your institution for documentation. The list of attendees should not be attached to the order due to PII standards.

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