



PRO4000

Revision Date: 03-2024

Form Revisions
Finalized by: Ken Wiegman**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: Total Quoted Amount: Meal

Number of Participants: Location: (City, ST, Zip):

Type of Meal (Check one): Breakfast Lunch Dinner Other (describe):

Purpose/Business Reason for Meal:

Meal is Within State Per Diem Rate: Meal Exceeds State Per Diem Rate Up to 50%:

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

Authority:

- CAPP Manual Topic 20335, Non-Travel Related Meals - Business Meals
- CAPP Manual Topic 20310, Improper Expenditures
- VCCS Accounting and Fiscal Management Policy, Section 4
- Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Non-Travel Meals includes catering, groceries, tips, delivery, and any food purchase.
- *Please Note: If your college has specific requirements, please follow that guidance.

Please retain a copy of this form and a list of attendees locally for documentation.**The list of attendees should not be attached to the order due to PII standards.**