



PRO4000

Revision Date:

07-2025

Form Revisions  
Finalized by:

Ken Wiegman

**BUSINESS MEAL APPROVAL REQUEST FORM (NON-TRAVEL MEALS)**

Date: \_\_\_\_\_ College: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Requested By: \_\_\_\_\_

Source of Funds (Fund/Dept/Campus/Account): \_\_\_\_\_

**Event Information:** Scheduled Meeting Date: \_\_\_\_\_ Total Quoted Amount: \_\_\_\_\_

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

☐ Department agrees to maintain a list of participants in compliance with CAPP Manual Topic 20335.☐ Group event open to the public in service of the agency's mission. Estimated No of Attendees: \_\_\_\_\_

|                                      |                                     |                                 |                                  |
|--------------------------------------|-------------------------------------|---------------------------------|----------------------------------|
|                                      | Breakfast: <input type="checkbox"/> | Lunch: <input type="checkbox"/> | Dinner: <input type="checkbox"/> |
| Per Diem Rate (based on Zip code)    | \$ _____                            | \$ _____                        | \$ _____                         |
| <a href="#">Per diem rates / GSA</a> |                                     |                                 |                                  |

Meal is (check one): ☐ On Campus ☐ Off Campus ☐

Purpose / Business Reason for Meal: \_\_\_\_\_

**Per Diem Allowance – The Meal is (Check one):**

|                                                           |                                                         |                                                                                                        |
|-----------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Within State Per Diem: <input type="checkbox"/>           | Exceeds Per Diem by UP TO 50%: <input type="checkbox"/> | Exceeds Per Diem by MORE than 50%: <input type="checkbox"/>                                            |
|                                                           |                                                         | <b>Must use applicable Local Funds for excess</b> (amount over 50% excess). Refer to VCCS Policy 4.2.2 |
| If meal exceeds state per diem, please explain why: _____ |                                                         | _____                                                                                                  |

**Approvals:**\_\_\_\_\_  
Signature of Department Approver for Source of Funds

Date

\_\_\_\_\_  
Signature of Sub 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
- VCCS Business Rule for Non-Travel Business Meals
- 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 requisition or purchase order due to PII standards.

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