BUSINESS MEAL APPROVAL REQUEST FORM (NON-TRAVEL MEALS)

Date of Request:

Institution Name:

Department Name:

Requestor:

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

Event Information (Purpose/Event Description):

Meeting Date:

Number of Participants:

Total Quoted Amount:

Location (City, State, Zip):

Meal is (select one):

Select One:
☐ 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 Number of Attendees:

Per Diem Rate (based on Zip code)

Breakfast ☐	Lunch ☐	Dinner ☐
$	$	$

Per diem rates per GSA: Per diem rates | GSA

Per Diem Allowance – The Meal is (select one):

Must use applicable Local Funds for excess (amount over 50% excess). VCCS Policy 4.2.2

Explanation for exceeding state per diem rates:

| | Business Meal Approval Form (PRO4000) | Revision Date: | January 2026 |
| | | Form Revisions Finalized by: | Kenneth Wiegman |

Approvals:

Signature of Department Approver for Source of Funds

Signature of Sub Agency Head or Designee

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

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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