



College Meal Form

Rev. 5/2011

Policy (Expenditures Policy #4.11):

The university may pay or reimburse properly documented meals whose primary purpose is a business discussion. To qualify as a business meal under this policy, the attendees MUST include AT LEAST ONE NON-UNIVERSITY ATTENDEE whose presence is necessary to the business discussion. Meetings attended solely by university employees and gatherings that are primarily social in nature to not qualify for payment or reimbursement as business meals. However, food may be provided at meetings of university employees on an occasional basis. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion. The university will NOT pay or reimburse business meal expenses that lack documentation or a clear business purpose. (Please refer to the complete policy for more information.)

Process: A completed meal form MUST be attached to all receipts for meals including Pcard transactions, reimbursements, or interdepartmental billings (i.e. University Catering, Blackwell, etc).

IRS rules on substantiation of business expenses requires the following documentation: Original, itemized receipt; Time, date and place of meal; Business purpose; List of attendees AND their affiliation.

KSA faculty, staff, and students: In the Select One box, indicate ONE of the four following meal types:

Business meal: includes AT LEAST one person from outside the university
University function – Recruiting (faculty, staff, or students) **University function** – Staff only
University function – students/volunteers

FUNDING SOURCE:

Select one:

Date and time of meal:

Meal location:

Business Purpose (detailed):

Attendees AND their Affiliation:

Purchaser signature: _____ **Date:** _____

Department Fiscal Officer: _____ **Date:** _____

Department Chair/Director: _____ **Date:** _____

Forward to the College Director of Finance and Business Operations for approval of the following (mark all that apply):

- Alcohol Spouse attendance requires pre-approval Dollar limit exception requires preapproval

Marie Mead _____ Date _____

Approval authority has been granted to Marie Mead, Director of Finance and Business Operations on behalf of Dean David Williams.