



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 employee whose presence is necessary to the business discussion. Meetings attended solely by university employees and gatherings that are primarily social in nature do 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)

IRS rules on substantiation of business expenses require the following documentation:

Original, itemized receipt
Business purpose

Time, date, and place of meal
List of attendees and their affiliation

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

- Business Meal (includes at least one person from outside the University)
- University function for staff only
- University function for recruiting
- University function for students/volunteers
- University function for Board meetings

Select One:

[Empty box for selecting meal type]

Date and Time of meal:

[Empty box for date and time]

Meal Location:

[Empty box for meal location]

Business Purpose (detailed):

[Large empty box for business purpose]

Attendees (include affiliation):

[Large empty box for attendees list]

Purchaser Signature: _____ Date: _____

LISA TROUT
Dept. Fiscal Officer
Approval: _____

_____ Date: _____

MIKE CADWELL
DIRECTOR
Approval: _____

_____ Date: _____

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

- Alcohol
- Spouse/Guest Attendance (requires pre-approval)
- Dollar Limit Exception (requires pre-approval)

Marie Mead _____

Date: _____