



APPROVAL FORM FOR SERVING MEALS AND REFRESHMENTS

Name of Event _____

Purpose _____

Date & Time of Event _____ Place of Event _____

Index _____ Approx Number Attending _____

Contact Person Name & Phone _____

The following table represents the variety of activities where food and/or refreshments may be served. This table is from the OUS Fiscal Policy Manual, Section 56.100. Please use this table to select the correct account codes. To select, place a check mark in the appropriate far right column.

Non Travel-related events	Meals	Refreshments	Housing	Rental of External Facilities	Events	Check One
University training events (>2 hours)	n/a	28611	n/a	24151	n/a	
University business meetings (>2 hours & with agenda)	n/a	28611	n/a	24151	n/a	
Departmental Staff Retreats (away from work location)	28611	28611	39415	24151	n/a	
Employee working meal (on site, with clear business purpose)	28611	n/a	n/a	n/a	n/a	
One day trips – employee meals (business at the meal)	28611	n/a	n/a	n/a	n/a	
Hosting visiting scientists, scholars, guest speakers	28612	28612	39445	n/a	n/a	
Hosting for faculty or staff recruiting	28612	28612	39445	n/a	n/a	
Advisory board meeting costs	28612	28612	39445	24151	n/a	
Focus group session costs	n/a	28612	n/a	n/a	n/a	
Appreciation event for students and volunteers	n/a	28613	n/a	24151	n/a	
Hosting of dignitaries or donors	28613	28613	n/a	n/a	n/a	
Prospective student recruitment costs	28613	28613	28613	n/a	n/a	
Student group meetings	n/a	28613	n/a	n/a	n/a	
University-sponsored conferences or workshops	28603	28604	28602	28606	28605	
Athletic Training Table Meals	20300	n/a	n/a	n/a	n/a	

A COPY OF THIS FORM WITH A WRITTEN AGENDA (WHEN APPLICABLE) MUST BE SENT TO ACCOUNTS PAYABLE FOR DOCUMENTATION WITH THE ARAMARK INVOICE OR PERSONAL REIMBURSEMENT FORM.

BY MY SIGNATURE, I CERTIFY THAT THIS EVENT MEETS THE OUS POLICY GUIDELINES; I APPROVE THE SERVICE OF MEALS OR REFRESHMENTS; I UNDERSTAND I MAY BE HELD PERSONALLY LIABLE FOR REPAYMENT OF FUNDS; AND I WILL KEEP A SEPARATE AUDIT FILE FOR THIS FORM AND RELATED SUPPORTING DOCUMENTS WITH ESTIMATED COSTS.

Signature of Authorized VP or Designee

Date

EFFECTIVE: May 1, 2008