

**APPROVAL FORM
FOR SERVING MEALS AND REFRESHMENTS**
Serving of beverages ONLY does not require the completion of this form.

Name of Event _____

Purpose _____

Date & Time of Event _____ Place of Event _____

Index _____ Approx Number Attending _____

Estimated Expense _____

Contact Person Name & Phone _____

MARK THE APPROPRIATE AREA BELOW:

- Non-Employee Groups and Guests** FASOM 13.01(G)(2)
- Expenditures for luncheons, meals, snacks, and/or beverages for hosting non-employee groups/guests.
 - When hosting an individual guest, a guest meal plus one employee's meal may be paid or reimbursed up to the current instate per diem rate. Employee recruitment meal(s) are included in this.

- Meals Served at Meetings** FASOM 13.01(M)(3)
- Event is a planned meeting called for a specific purpose and has a formal written agenda.
 - The meeting involves more than one department (attach list of attendees to form)
 - The meeting is three hours or more in duration and starts more than one hour before or ends more than one hour after the meal time.
 - No other time during the day was available for the meeting.

- Refreshments Served at Meetings** FASOM 13.01 (R)(2)
- Event is a planned meeting with a specific purpose and agenda. For purposes of this section, a meeting is defined as an assembly of persons to discuss business, relate information, instruct employees, or similar purposes. (attach list of attendees to form)
 - The meeting will last for three or more hours.
 - There are no convenient refreshment facilities available, or using such facilities would excessively disrupt the meeting.

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 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