



Use this form to document the information required by the [expenditures policy](#) to use university funds for meal expenditure. Please fill out the following information as it relates to the meal purchase and attach to your eRequest.

Date Time AM PM On Campus Off Campus  
Building and Room Location  
City State

Business Purpose  
Please provide the reason behind the meal, who is attending, where the meal will be held, and how this expenditure benefits the mission of the university/unit.

**Meal Category (select one)**

Business Meal: attendees include at least one non-university employee whose presence is necessary to the business discussion.

University Function: includes; board meetings, meetings with external stakeholders, activities involving volunteers, and activities in which most of the participants are students.

University Function: only university employees attending

Non-University Function: Non-overnight travel meal that is not stated as “on your own”.

Other (please specify):

**Expected Attendees**

**Total Estimated # of Attendees**

Please indicate the expected attendees of this meal. Please include names and affiliation. If the expected attendees exceeds 20, please indicate by group (example: 40 faculty, 80 staff, 30 external).

NAME OR QUANTITY	AFFILIATION

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**Alcohol**

Will alcohol be purchased with university funds? Yes No