

# Food Expense Approval and Payment Form

- ⇒ Complete all sections (A, B & C)
- ⇒ Attach all documents listed in section C
- ⇒ Email\* to Payment Services  
\*(except when paid via P-Card. See Section C)



## A | Event Information

Activity Type:	Begins ___/___/___ AM PM
	Ends ___/___/___ AM PM
Name, Description of Activity and Business Purpose:	
Food Source: On Point Catering Other: _____	
On Campus Off Campus** Open to Campus	Location: _____

\*\*If off campus site incurred expense, pre-approval received from Controller or Purchasing Manager

## B | Service Requested

<b># UW/State Employees _____ + # Non-employees _____ = Total # _____</b>	
<i>Guaranteed attendees required 5 business days prior to event for On-Point Catering; department will be billed for the higher of guaranteed attendees or actual count.</i>	
<b>Break Refreshments</b> <i>Select at least one applicable statement.</i> <small>\$12 per person</small> <b>AM      PM</b>	Keeping attendees present promotes meeting continuity Vending facilities not available within building or immediate area Majority of meeting attendees are not UW/State employees
<b>Meals</b> <i>Select at least one applicable statement.</i> Breakfast \$20 Lunch \$21 Dinner \$35	Meal cost covered by participant fees Meal cost covered by department funds <i>(must meet one of the following)</i> Mealtime speaker scheduled Business begin conducted during meal Facilities not available near the meeting site
<b>Reception</b> <i>Allowable when <u>all</u> conditions are met.</i>	⇒ Gathering of individuals for a UWSP event that is not purely social or entertainment. Unlike a business meeting, a reception may not have an agenda of time frame. ⇒ If primary attendants are UW employees, hosted at UW Facility. ⇒ The purpose must promote the mission of the hosting department

## C | Authorization

Contact Person:	Contact Phone:					
Budget Manager Approval:	Date ___/___/___					
Director/Head of Dept Approval:	Date ___/___/___					
<b>Department Billing Information</b>						
Name:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><b>Fund</b></td> <td style="width: 33%; border: none;"><b>Department ID</b></td> <td style="width: 33%; border: none;"><b>Project ID</b></td> </tr> </table>	<b>Fund</b>	<b>Department ID</b>	<b>Project ID</b>		
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Please Attach <b>ALL</b> Documents	<table style="width: 100%; border: none;"> <tr> <td style="width: 16.6%;">Agenda</td> <td style="width: 16.6%;">Brochure</td> <td style="width: 16.6%;">Attendee List</td> <td style="width: 16.6%;">Invoice</td> <td style="width: 16.6%;">Vouchers</td> </tr> </table>	Agenda	Brochure	Attendee List	Invoice	Vouchers
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TO BE COMPLETED BY PAYMENT SERVICES:

Received by Payment Services \_\_\_/\_\_\_/\_\_\_

Forwarded to GL for Payment \_\_\_/\_\_\_/\_\_\_