



## Meal Vouchers

Effective Date: January 1, 2019

Last Revision Date: January 1, 2019

### 1. PURPOSE

The purpose of this policy is to define a consistent process for vouchering meals that are funded by departments on campus and ensure accountability among staff involved in the process.

### 2. RESPONSIBLE CAMPUS DIRECTOR

Controller  
Director of Dining and Summer Conferences

### 3. DEFINITIONS

**Voucher:** A document which can be used as proof that a monetary transaction has occurred between two parties. A voucher can be used for a variety of purposes including acting as a receipt or indicating that an invoice has been approved for payment.

### 4. POLICY

Meal vouchers may be requested for use during hours of operation for the DeBot Dining Center or Dreyfus University Center (DUC) and will be valid for the menu that is offered on the day a voucher is redeemed. The value for vouchers requested for the DeBot Dining Center will be based off set pricing for meal periods at this location. The value for vouchers requested for the Dreyfus University Center (DUC) can be adjusted to meet the needs or requests of the particular group or event. It should be understood that neither location can be reserved exclusively for the event; both locations are in operation to meet the needs of students and faculty on campus.

Maximum rates by location and meal expense type as outlined in [UW System Administrative Policy 435](#) apply.

### 5. PROCEDURES

#### A. Requesting Meal Vouchers

Meal voucher requests can be submitted by departments using the online [Meal Voucher Request Form](#). All requests must be made at least two weeks in advance to

allow for voucher processing, scheduling, product ordering, and food production purposes.

**B. Issuing Meal Vouchers**

Meal vouchers are approved and issued by the Catering Manager by date based on the request submitted and are consecutively numbered for accountability purposes. The Catering Manager will maintain a list of vouchers that have been issued containing the voucher number, department, contact name, start date, end date, location, and dollar amount. When notified by the Dining and Summer Conferences Marketing Department, vouchers can be picked up at the Catering Desk on the third floor of the Dreyfus University Center (DUC) in Room 340.

**C. Utilizing Meal Vouchers**

A separate voucher must be used by each individual receiving a meal and may not be redeemed for multiple meals by a particular group or individual. Departments are responsible for maintaining a list of names indicating who received a voucher and the purpose for which it was issued. Meal vouchers are to be used exclusively by the documented recipient for the intended purpose. If a meal exceeds the voucher value, the difference must be paid out-of-pocket by the individual. If a meal is less than the voucher value, the actual meal price must be noted on the voucher by the cashier and billed accordingly to the department providing the voucher. Each individual utilizing a meal voucher must sign the voucher at the time of payment in the presence of a cashier. It is the cashier's responsibility to ensure each voucher accepted has been signed.

**D. Reconciling Meal Vouchers**

Expended meal vouchers are to be reconciled by the Catering Manager against the list of issued vouchers that is maintained. The Catering Manager will invoice departments accordingly for meal vouchers spent attaching the original vouchers as supporting documentation.

**6. REFERENCES and RELATED DOCUMENTS**

[Meal Voucher Request](#)

[UW System Administrative Policy 435: Headquarter City & UW System Sponsored Events Policy](#)

**7. POLICY HISTORY**

Effective Date: 01/01/2019

Approved: 12/12/2018

Approved by: Vice Chancellor of Business Affairs

**8. SCHEDULED REVIEW**

Month January 2024