

Food Expense Approval and Payment Form

- ⇒ Complete all sections (A, B & C)
- ⇒ Attach all documents listed in section C
- ⇒ Forward* to Payment Services: RM 041c Old Main
*(except when paid via P-Card. See Section C)



University of Wisconsin
Stevens Point

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

# UW/State Employees _____ + # Non-employees _____ = Total # _____	
<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>	
Break Refreshments <i>Select at least one applicable statement.</i>	Keeping attendees present promotes meeting continuity
	Vending facilities not available within building or immediate area
AM PM	Majority of meeting attendees are not UW/State employees
Meals <i>Select at least one applicable statement.</i>	Meal cost covered by participant fees
Breakfast \$12 Lunch \$18 Dinner \$30	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
Reception <i>Allowable when all 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 ___/___/___
Department Billing Information	
Name:	Fund Department ID Project ID
Please Attach ALL Documents	Agenda Brochure Attendee List Invoice Vouchers

TO BE COMPLETED BY PAYMENT SERVICES:

Received by Payment Services ___/___/___

Forwarded to GL for Payment ___/___/___