



Request for Payment of Catered Food Service

Payment Requested By:		Department /Organization:	
Bldg/Room#:	Phone:	Cost Center Name:	Cost Center Number:
Estimated Amount:		Date of Service:	Beginning & End Time:
Purpose of Program/Meeting:			

Refreshments: Please attach a brochure/registration form and fill out both sections. Maximum allowable expense is \$5.00 per attendee.

Section 1: Please check one of the following that applies to this request:

Student Events: Please provide a list of attendees.

Refreshment break expenses (other than segregated-fee funded) are allowable if the meeting is scheduled to **last three hours or longer**. Segregated fee funding may be used for refreshments if the organization or department has obtained approval as part of the SUFAC budget prior to the event.

Faculty and Staff Meetings: Please provide a list of attendees. Refreshment break expenses are allowable when a meeting is scheduled to **last three hours or longer**.

Meetings Conducted for the Convenience of Community Members: Refreshment break expenses are allowable when a meeting is scheduled to **last 90 minutes or more** in length and when there is expected to be an appropriate mix of community members and staff members in attendance.

Section 2: Please check one of the following that applies to this request:

Refreshment break expenses are covered by participant fees. Please attach brochure/registration form.

Refreshment break expenses will be funded by departmental funds. Please attach brochure/registration form.

Meals: Please attach a brochure/registration form and fill out both sections. Meal expenses must be within the state maximums to be allowable.

Section 1: Please check one of the following that applies to this request:

Student Events: Please provide a list of attendees.

Meal expenses (other than segregated-fee funded) are allowable if the meeting is scheduled to **last six hours or longer**. Program fees (e.g., Orientation) may include meals of student participants if so indicated in the program announcement. Segregated fee funding may be used for meals if the organization or department has obtained approval as part of the SUFAC budget prior to the event.

Faculty and Staff Meetings: Please provide a list of attendees. Meal expenses are allowable if the meeting is scheduled to **last six hours or longer**.



Meetings Conducted for the Convenience of Community Members: Meal expenses are allowable when a meeting is scheduled to **last 90 minutes or more** in length and when there is expected to be an appropriate mix of community members and staff members in attendance.

Section 2: Please check which of the following applies to this request:

Breakfast (\$8 maximum) Lunch (\$9 maximum) Dinner (\$17 maximum)

Will be covered by participant fee; if so, please attach brochure/registration form.

Will be funded by departmental funds

Receptions: Please attach a brochure or promotional item which substantiates the official business of the reception.

Reception expenses are allowed for a gathering of individuals associated with a UW-sponsored event that provides the opportunity for interaction that is not purely social in nature. Unlike a business meeting, a reception may not have a specific agenda or time frame. Like a business meeting, the purpose must be related to or promote the mission of the hosting department. Expenses must be reasonable and the hosting department should be prepared to justify the cost of the event to the news media and to political and private interests.

Approval
