



# LAW SCHOOL BUSINESS OFFICE EVENTS-MEAL PAYMENT FORM

Meal expenses are payable if the criteria below are met. In order to satisfy the "Headquarters City" requirements, you must be able to check one box in each category. A printed, completed copy of this form and the documentation should be attached to the payment mechanism (e.g., e-reimbursement, Purchasing Card Log, Requisition, Direct Payment Form, or PIR). Individual meals are not payable on the card.)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

(MM/DD/YYYY)

Event Location:  On Campus  Off Campus

**Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.**

Was a fee collected from participants to cover costs?  Yes  No

**1. Allowable Expenses: (Check the box(s) that pertains to the event)**

- The meeting was held at the headquarters city of the majority of the attendees and business could not be effectively conducted without the inclusion of a meal.
- The meal was provided in the headquarters city and a mealtime speaker was scheduled.
- Business Meal. Examples - Dinner with invited speaker(s) to discuss shared research interests, lunch with faculty candidate(s) and interview committee.
- Facilities were not available near the meeting location for attendees to eat on their own.
- Hosted Meal/Event. Examples - Reception before or after a speaker's presentation, training sessions, conferences, seminars, etc.

**2. Reasonable Approved Expenses:**

- The meal expenses, for state/UW employees, including tax and tip, were within the allowable State maximums and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division's Dean/Director's office policy. [Breakfast - \$12, Lunch - \$18, Dinner - \$30, Breaks - \$10]  
**\*\*NOTE: Law School follows State maximums for all guests.\*\***

**3. Documentation Requirements:**

Business Purpose:

\_\_\_\_\_

Number of attendees: \_\_\_\_\_

Time: Start \_\_\_\_\_ Finish \_\_\_\_\_

- Meeting Agenda, which includes the above information is attached.

**4. Participant Information:**

- A list of meeting participants, including name and affiliation, is attached – **REQUIRED**

**5. Proof of Payment:**

- Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)
- A copy or handwritten receipt is attached. Reason \_\_\_\_\_
- Vendor will submit original invoice. (When form is used as part of the purchase order process)