



LAW SCHOOL BUSINESS OFFICE

MEAL PAYMENT FORM

Meal expenses are payable if the criteria below are met. A 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).

Event: _____

Date: _____
(MM/DD/YYYY)

Worktag (If known): _____

Event Location: On Campus Off Campus

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

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

Hosted Meal: Examples include a reception before or after a speaker's presentation, training sessions, conferences, seminars, etc.

Business Meal: Examples include dinner with an invited speaker(s) to discuss shared research interests, lunch with a faculty candidate, and an interview committee.

The meal was provided in the headquarters city, and a mealtime speaker was scheduled.

Facilities were not available near the meeting location for attendees to eat on their own.

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 - \$28, Lunch - \$31, Dinner - \$45, Breaks - \$14] ****NOTE:** Law School follows State maximums for all guests.**

3. Documentation Requirements [All items are **REQUIRED** to be attached before a reimbursement can be made]:

Business Purpose:

Number of attendees: _____

Time: Start _____ Finish _____

Documentation the event took place: ex. Meeting agenda or email invite

4. Participant Information:

A list of meeting participants

5. Proof of Payment:

The original detailed invoice/receipt showing the amount paid is attached

A copy or handwritten receipt is attached. Reason _____