



## BUSINESS MEAL AND NON-INSTRUCTIONAL FOOD CERTIFICATION FORM

*This form must be filled out when purchasing food, refreshments, or non-instructional grocery items. This includes purchases from restaurants, grocery stores, or other non-restaurant businesses. This includes purchases for donor related events, departmental meetings, open houses or other approved activities. The original, itemized receipt(s) along with any other necessary documentation must be attached.*

EXPENSE AMOUNT: \_\_\_\_\_ DATE OF FOOD EXPENSE: \_\_\_\_\_

NAME AND ADDRESS OF BUSINESS: \_\_\_\_\_

BUSINESS REASON:     Recruitment                       Training Function                       Student Function

Other (explain the nature of the business benefit): \_\_\_\_\_

NAMES AND EMPLOYERS OF THE OTHER PARTICIPANTS (use a separate sheet, if necessary):

NAME	EMPLOYER/AFFILIATION
1.	
2.	
3.	
4.	
5.	
6.	

TRAVELER/PURCHASER PRINTED NAME: \_\_\_\_\_ T#: \_\_\_\_\_

TRAVELER/PURCHASER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVING AUTHORITY'S PRINTED NAME: \_\_\_\_\_

*(VP, Dean, or President of the University)*

APPROVING AUTHORITY'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_