



Request to Purchase Official Business Meals

DATE OF
FUNCTION: _____

PURPOSE: _____

REQUESTED BY: _____ DATE: _____

Source of Funds (AIS Department Number): _____

Number of Participants:: _____

Within Rate: _____ Exceeds Rate: _____

Reason Meal Exceeds Rate:

Supervisor's Approval

Date

Donna M. VanCleave, Vice Chancellor of Administration
Chancellor's Designee

Date

Business Meals must be approved in advance by the Vice Chancellor. Meals must be considered essential to the Agency's mission, a business necessity and involve substantive and bona fide business discussions. **Rates should not exceed the amount shown for the applicable meal in the M&IE rate table.** The Vice Chancellor can approve meals exceeding the rate, but the amount cannot be over 50% of the per diem.

A COPY OF THIS FORM MUST BE ATTACHED TO THE PAYMENT DOCUMENT.