Event-Meal Payment Form

University of Wisconsin – Madison
Accounting Services
Suite 5301, 21 North Park Street, Madison WI 53715-1218

Meal expenses are payable if the criteria listed below is 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 required 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: _____   Event Date: _____

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 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 was conducted during the meal.

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

2. **Reasonable Approved Expenses:**

   The meal expenses, including tax and tip, for all attendees were within the allowable maximum as noted in Policy 202-Hosted Meals and Events.

3. **Documentation Requirements:** (Provide information requested in "Business Purpose" category if detailed meeting agenda is not attached.)

   Business Purpose:

   Event Name: _____

   Event Purpose: _____

   # of Attendees: _____

   Date and Time:
   (beginning and ending) _____

   Meeting agenda, which includes above information is attached (preferred).

4. **Participant Information:**

   A list of meeting participants including name and affiliation is attached (required).

5. **Proof of Payment:** (Check the box that pertains)

   Itemized invoice/receipt showing amount paid is attached.

   Vendor will submit original invoice (when form is used as part of the purchase order process.)

_____
Signature of Approving Official (not required if included in the payment mechanism)