

BUSINESS MEAL CERTIFICATION

Not for Travel Meals

Purchase Order/Voucher # _____

- Tea Time Reimbursement Steps**
 1. Enter receipt amount
 2. Enter date of meal
 3. Enter the restaurant/store
 4. Enter approx. number of people at tea time
 5. Write your name and computing ID
 6. Sign and Date
 7. Submit to front office ***with original receipts***

The purpose of this form is to document the qualifications of business meals for payment or reimbursement. For information about the requirements for business meals, see the [Procurement Services website](#) > Travel and Meals > Business Meals.

MEAL REIMBURSEMENT AMOUNT: **1** _____ DATE OF MEAL: **2** _____

NAME OF DINING FACILITY: **3** _____

TYPE OF MEAL (Check One): Breakfast Lunch Dinner

NUMBER OF PARTICIPANTS: **4** _____

PURPOSE / REASON FOR THE MEAL: Graduate Student Tea Time

ADDITIONAL JUSTIFICATION FOR MEALS OVER STATE LIMITS BY UP TO 50%: _____

NAME OF OTHER MEAL PARTICIPANTS	NAME OF EMPLOYER / AFFILIATION
5	

This form must be signed and dated by the appropriate persons and the original maintained in the department, along with all receipts. All information on this form must be completely consistent with information entered on the Payment Voucher requesting payment or reimbursement for the meal.

6 PAYEE: (Always required) _____ DATE: _____
 Project: _____ Task: _____ Award: _____ Organization: _____

One of the following signatures is always required, depending on the nature of the meal:

SUPERVISOR: _____ TITLE: _____ DATE: _____

Sufficient unless using Local funds, and the expense is greater than \$110.00/person. Then requires:

SUPERVISOR'S SUPERVISOR : _____ DATE _____

Sufficient unless using Local funds, and the expense includes spouse(s) or the cost of any alcohol included was equal to greater than the cost of food. Then requires:

DEAN / VICE PRESIDENT: _____ DATE: _____

7 Turn in original receipts with this form!