



UNIVERSITY OF WASHINGTON

# FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES

FINANCIAL SERVICES

**Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please use object code 03-75 on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.**

Event Date

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Event Title

Purpose of Event

- ☐ Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- ☐ Training (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- ☐ Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department

Budget Number Other budgets may be  
used for endowed  
lectures.

Department Contact Name

Contact's Phone Number

( )

Total Number of Invitees \_\_\_\_\_

(Maintain a list of attendees or invitees in department.)

## CHECK LIST

- ☐ Meals will be served.\* Reimbursement limits: \$100 lunch for Grad/Postdoc lunches.
- ☐ Breakfast
- ☐ Lunch \*The cost per meal may not exceed the applicable per diem,
- ☐ Dinner including tax and gratuity, for the location in which the meal is served.

- ☐ Light refreshment will be served.

Estimated cost of refreshments \$ \_\_\_\_\_

- ☐ Event will be recurring.\*\* Will occur weekly until end of Spring Quarter.

Name of Meeting/Training Coordinator. PLEASE PRINT.

Signature of Coordinator

Date

Davis Chong

\*\* Approved form may be copied for future recurring events.

## APPROVAL

Name of Approving Official. PLEASE PRINT.

Signature of Approving Official

Date