



LAW SCHOOL BUSINESS OFFICE MEAL PAYMENT FORM

Meal expenses are payable if the criteria below are met. A business purpose/justification for the purchase is needed and required by UW Central. A good business purpose will cite the benefits of an employee's research, work, teaching, or outreach activities.

Event: _____

Date: _____
(MM/DD/YYYY)

Worktag (If known) or Fund: _____

Event Location: On Campus Off Campus

Was a fee collected from participants to cover costs? Yes No

1. Allowable Expenses: (Check the box(s) that pertains to the event)

Hosted Meal: Examples include a reception before or after a speaker's presentation, training sessions, conferences, seminars, etc.

Business Meal: Examples include dinner with an invited speaker(s) to discuss shared research interests, lunch with a faculty candidate, and an interview committee.

The meal was provided in the headquarters city, and a mealtime speaker was scheduled.

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

2. Reasonable Approved Expenses:

The meal expenses for state/UW employees, including tax and tip, were within the allowable State maximums, and meal expenses for all non-State/UW employees are reasonable and in accordance with the Division's Dean/Director's office policy. Breakfast - \$28, Lunch - \$31, Dinner - \$45, Breaks - \$14
[\[Current Rates\]](#) ****NOTE:** Law School follows State maximums for all guests. **

3. Documentation Requirements [All items are **REQUIRED** to be attached before a reimbursement can be made]:

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Business Purpose:

Number of attendees: _____

Time: Start _____ Finish _____

Documentation the event took place: ex. A meeting agenda or email invite

4. Participant Information:

A list of meeting participants and affiliation - Names must be legible per UW requirements

5. Proof of Payment:

The original detailed invoice/receipt showing the amount paid is attached

A copy or handwritten receipt is attached. Reason _____