



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	Event Title			
<table border="1"> <tr> <td>mo.</td> <td>dy.</td> <td>yr.</td> </tr> </table>	mo.	dy.	yr.	
mo.	dy.	yr.		

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
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Department Contact Name	Contact's Phone Number ()
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Total Number of Invitees <input type="text"/>
(Maintain a list of attendees or invitees in department.)

CHECK LIST

Meals will be served.*

- Breakfast
- Lunch
- Dinner

*The cost per meal may not exceed the applicable per diem, 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.**

Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date
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** Approved form may be copied for future recurring events.

APPROVAL

Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date
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COE Food for Events Request

(for internal use)

The meal (03-77) or light refreshments (03-75) **must be an integral part** of an official University meeting or formal training session, such as a lunch speaker, or when obtaining meals away from the meeting location would be disruptive to event continuity, etc.

Submitted by:	
Date:	

Event Details

Event Title:	
Program Name:	
Event Date & Location:	
Start/End Time:	
Event Purpose:	

Budget Details

Budget Name:	
Budget #:	
Budget requires pre-approval for food?	Yes No
PI or Budget Approver:	
Approval Signature: (PI signature or attached email)	
Fiscal Office Approval:	

Food/Attendee Details

Total cost per person (including tax & gratuity) may not exceed the following per diem rates:

applies to events taking place in Seattle. For other cities, please verify per diem rates

Breakfast \$19

Lunch \$22

Dinner \$33

Food Source/Provider:	
Food Description:	
Total Cost:	
# of Invitees:	
Invitees: (Listed to right or attached invitee list (sorted by org))	