



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		
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Sponsoring Department				Budget Number	
Department Contact Name				Contact's Phone Number ()	
Total Number of Attendees _____			(Maintain a list of attendees or invitees in department.)		
Attendee Names:					

CHECK LIST

<input type="checkbox"/> Meals will be served.*	*Under Seattle's per diem @ \$ _____/pp <i>(for office use only)</i>	*Seattle per diem amounts:
<input type="checkbox"/> Breakfast		- Breakfast: \$19
<input type="checkbox"/> Lunch	*The cost per meal may not exceed the applicable per diem,	- Lunch: \$22
<input type="checkbox"/> Dinner	including tax and gratuity, for the location in which the meal is served.	- Dinner: \$38

TOTAL: _____

Additional comments:

SIGNATURES

Name of Meeting/Training Coordinator. PLEASE PRINT .	Signature of Coordinator	Date
Name of P.I. PLEASE PRINT	Signature of P.I.	Date

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

OFFICE USE ONLY

Name of Approving Official. PLEASE PRINT	Signature of Approving Official	Date
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