

# Meal/Food Pre-Approval Form

*Not for meals related to travel*

[http://www.umbc.edu/FinancialServices/Forms/Form\\_doc/Meal\\_Food\\_Policy.pdf](http://www.umbc.edu/FinancialServices/Forms/Form_doc/Meal_Food_Policy.pdf)

This form is required for business meal/food reimbursements and purchases for (i) catered meals and (ii) meals/food purchases attended by only University employees as indicated in 08-14.00.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Meal/Purchase: \_\_\_\_\_ Estimated/Actual Cost: \_\_\_\_\_

Chartstring To Be Charged: \_\_\_\_\_

Will The D-Card Be Used?  Yes  No Will The P-Card Be Used?  Yes  No

Type of Meal (please check one):  Breakfast  Lunch  Dinner

Purpose/Reason for Meal (please check appropriate box and provide more detailed information below. Refer to policy # 08-14.00.01 for explanation of each category):

Working Meal  Committee Meal  Recruitment Meal  Training Meal  
 Event Meal  Other Meal

Description of Purpose (or attach meeting agenda): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Participants: (please attach additional sheet if necessary)

Name	Affiliation

This form must be signed by the appropriate person per 08-14.00.01-Policy on Reimbursement for Business Meals and Purchase of Food Services.

Direct Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Name: \_\_\_\_\_ Title: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(<\$2500 = Director, Department Chair, or higher; \$2500 - \$4999.99 = Asst/Assoc Vice President, Asst/Assoc Dean, Asst/Assoc Vice Provost, or higher; \$5000 + = Vice President, Dean, Provost, or higher)