

## Business Meal Documentation Form

**For internal use only, keep this form with the itemized receipt and retain with the monthly statement.**

Use of this form will ensure that you have documented the required information supporting all food purchases. For more information regarding business meals or recruitment/entertainment, please refer to **Policy 3-031**. All business meal procurement must comply with this policy including no meals while on travel status. For a complete description, consult the University of Utah website: [www.utah.edu](http://www.utah.edu).

Name of person who authorized purchase: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Number of attendees: \_\_\_\_\_

If there are 10 attendees or less, please list their names below:

Name:	Name:

\* Please note: An employee must be present at business meals

Business Purpose, please be specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was alcohol purchased? \_\_\_\_\_ If yes, what fund was it reallocated to? \_\_\_\_\_

Alcohol cannot be paid for using the following funds without approval from the cognizant vice president: State-appropriated, grants and contracts, reimbursed overhead or ASUU. With department or college approval, funds allowed to pay for alcohol are: 2000-2404, 4900-4913, 6000 or 9000.