Request for Meals or Refreshment Expenses Form

(PER MEAL AND MEAL AND REFRESHMENT EXPENSE POLICY – RESOLUTION #09-5-70 – ADOPTED MAY 19, 2009)

EVENT DATE: ____________________ TIME: ____________________

LOCATION: _______________________________________________________

BUSINESS PURPOSE*: _____________________________________________

NAME OF VENDOR: _______________________________________________

PROVIDING SERVICE: ______________________________________________

DESCRIPTION OF SERVICES PROVIDED: _______________________________

(NO REIMBURSEMENT WILL BE MADE FOR SALES TAX, ALCOHOL, OR FOR GRATUITY GREATER THAN 20%)

TOTAL: ____________________

DEPARTMENT: ____________________________________________________

BUDGET LINE: ____________________________________________________

REQUISITION #: ____________________

REQUESTED BY: _________________________________________________

PRINT NAME ____________________

X ________________________ X _____________________
REQUESTED BY DATE

X ________________________ X _____________________
APPROVED BY (BUDGET MANAGER) DATE

X ________________________ X _____________________
APPROVED BY (AREA DEAN OR PRESIDENT) DATE

(SEE AUTHORITY TO COMMIT MONIES – RESOLUTION#09-4-45 – ADOPTED APRIL 21, 2009)

*PLEASE BE SURE TO ATTACH A LIST OF MEETING/EVENT ATTENDEES, INCLUDING TITLES.
**Authority to Commit Monies Board Policy via Resolution #09-4-45**

Any person who commits College funds to purchase goods or services without following the College’s procurement policies and procedures, including the proper use of purchase orders and the documentation of all purchasing activities, will find that the College considers the acquisition effort null and void and declines to pay any invoice that might be issued. In such a case, the supplier may look to the individual placing the order for payment or reimbursement.

Adopted April 21, 2009

**Meal and Refreshment Expense Board Policy via Resolution # 09-5-70**

The College will pay for or reimburse a business meal or refreshment expense when it is deemed to be necessary, reasonable, and appropriate by the President, a dean, director, department head or designee as stated in SUNY Community College Regulations.

All business meal or refreshment expenses anticipated to be more than $75 a requisition following the College’s Purchasing and Procurement Policy must be completed in advance of the event and include the business purpose of the meeting, the approximate number of people anticipated to be in attendance and their relationship to the College.

The College will follow the meal allowances provided in the CSEA contract for Ulster County, which include a maximum reimbursable daily meal allowance for employees traveling on approved College business, (currently for 2008-2010 at $7 maximum for Breakfast, $13 maximum for Lunch, and $20 maximum for dinner, or, if traveling out of Ulster County for an overnight conference a $40 meal allowance per diem without receipts will be provided, subject to departure and arrival times.)

Business meal and refreshment expenses less than $75, reimbursement is provided through petty cash and requires original, itemized receipts.

**A Request for Meals or Refreshment Expenses** form must be completed in advance of the event and include the following documentation or the College may consider the acquisition effort null and void and decline to pay or reimburse any invoice that might be issued:

- A completed department budget number;
- The name and signature of the person submitting the charge request;
- The business purpose involved with the meal;
- The time, place and itemized expenses related to the business meal (a credit card receipt or monthly statement alone is not adequate); and
- Complete list of attendees, itemizing full names and if they are a staff or faculty member, student or guest,

No reimbursement will be made for payment of New York State sales tax.

Adopted May 19, 2009