



Receipts are scanned. Be sure to tape all corners. No staples.

Financial Services
BUSINESS MEALS AND RELATED EXPENSES FORM

Receipts are to be TAPED onto 8.5x11" paper and submitted along with form

Type of Expense:

Form with checkboxes for Off-Campus, Sodexo Sports & Leisure, Catering Services, University Club, Aramark/ASU West, Aramark/Polytechnic, and Aramark/ASU DTC. Includes fields for Vendor Code, Phone, Fax, and Member Name.

Select PCard or personal card

Location of Event: ENTER LOCATION, Event Date: ENTER DATE. Business (Public) Purpose (Please explain the public purpose. If only ASU employed personnel are present at the meal, clearly justify why this expenditure is appropriate. Attach agenda/program when available): A clearly defined public purpose must be provided--state how ASU benefitted from this event. Fliers announcing talks/events should be attached, if available. Account: PO # (if applicable): Total Amount: ENTER TOTAL

List of Attendees (Attach additional sheet if necessary):

Table with columns for Name, Department, Title for ASU Faculty, Staff or Students and Other Attendees. Includes instructions: Department and title must be provided for each attendee. Affiliation and title must be provided for each attendee.

If a large group is present at an event and an attendee list is not available, state the approximate count of attendees and ASU department or affiliation.

No reimbursement for alcoholic purchases is allowed on University accounts. For reimbursements over \$40 per person, attach itemized receipts to the on-line payment voucher (PV).

Required Certification - I certify that no reimbursement for alcoholic purchases is being sought.

Requester's Name, Requestor ASU ID, Phone No., Signature, Date. All fields related to requester must be completed.

Required Approvals

Table for Required Approvals with columns for Name (Requester, Authorized Account Signer, Dean or Director, Other), Signature, and Date.

Reimbursement requests should not exceed \$40 per person. Reimbursements exceeding \$40 per person require director and dean approval.