PRIOR APPROVAL FOR REIMBURSEMENT OF MEALS

OR LIGHT REFRESHMENTS

|  |  |
| --- | --- |
| Purpose of meeting, event, or formal training session: |  |
|  |
| Location: |  |
|  |
| Date & Time of event: |  |
|  |
| Participants include:(i.e. vocational directors, council members, staff, etc) |  |
|  |
| **\*\* PROVIDE A SIGN-IN SHEET VERIFYING ATTENDANCE UPON COMPLETION OF THE EVENT \*\* (Not required for events open to the entire college campus or to the public)** |
|  |
| Number of people attending: |  |
|  |
| Meals/light refreshments will be an integral part of the meeting or training session: [ ]  Yes [ ]  No |
|  |
| Regulations regarding use of state funds for food purchases can be found in 70.10.10 – 70.10.40 of OFM’s SAAM. The cost of meals must be within the limits published in 10.90.10 & 10.90.20 of OFM’s SAAM. ($17.00 for breakfast, $20.00 for lunch and $31.00 for dinner):  [ ]  Yes [ ]  No |
|  |
|  |
| The cost of light refreshments will not exceed $5.00 per person:  [ ] Yes [ ]  No |
|  |
| Budget # to be charged: |  |

Signature of Requester Date

Printed Name of Requester

Katie Ventura, Controller Date

*(Designated approval authority by President)*