



# Meal/Entertainment Request

For the complete Employee Meals and Refreshment policy refer to policy 4.116

For the complete Entertainment, Public Relations policy refer to policy 4.117

Is this event open to the public?

Is the intent for student use only?

## Complete prior to event:

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event name, location and explanation of business purpose:

Number of Attendees:

Cost of meals/refreshments:

Cost per person:

Employee Meals & Refreshment not to exceed maximum allowable per person 

Breakfast or Refreshments- \$13.75

Lunch - \$ 19.25

Dinner - \$30.25

Public Relations expenses not to exceed maximum allowable per person-

Breakfast or Refreshments - \$13.75

Lunch - \$ 19.25 

Dinner - \$30.25 

Is Alcohol included:

Funding source:

List of attendees:

Attach additional sheet if more space is needed

This MER form must be signed and submitted with the requisition or expense claim, supported by itemized receipts for processing. IRS rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Approver Signature

\_\_\_\_\_  
President, Provost, or VP, if required

Include agendas, invitations, flyers or Sodexo waiver when applicable