Food Expense Checklist 

**Event Information**

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| Activity Type:  |  Begins / / 0:00 AM PM |
| Ends / / 0:00 AM PM |
| Name, Description of Activity and Business Purpose: |
| Food Source: UW Dining Services\* Other:  |
| On Campus Off Campus\***\***  | Location: |

 \*Exclusive rights contract for UW Dining Services; please review catering policy which can be found here:

 <https://www.uww.edu/uc/services/reservations/campus-policies>

 \*\*If off campus site incurred expense, pre-approval from Vice Chancellor of Administrative Affairs attached.

**Service Requested**

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| **# UW/State Employees/Students \_\_\_\_\_\_\_+ # Non-employees\_\_\_\_\_\_\_= Total \_\_\_\_\_\_\_***Guaranteed attendees required 5 business days prior to event for UW Dining Services; department will be billed for the higher of guaranteed attendees or actual count.* |
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| Break Refreshments *Select at least one applicable statement.**$14 per person*AM PM | Keeping attendees present promotes meeting continuity |
| Vending facilities not available within building or immediate area |
| Majority of meeting attendees are not UW/State employees/students |
|  |  |
| Meals*Select at least one a**statement.*Breakfast *$28* Lunch *$31* Dinner *$46* | Meal cost covered by participant fees |
| Meal cost covered by department funds *(must meet one of the following)*Mealtime speaker scheduledBusiness being conducted during meal Facilities not available near the meeting site |
|  |  |
| Reception *Allowable when* ***all*** *conditions are met.* | * Gathering of individuals for a UWW event that is not purely social or entertainment. Unlike a business meeting, a reception may not have an agenda of time frame.
* If primary attendants are UW employees/students, hosted at UW Facility.
* The purpose must promote the mission of the hosting department.
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**Documentation Required**

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| Attach all of the following to P-Card or ShopUW+ request: |  Agenda or Brochure Invoice Attendee sign in Food Checklist sheet |

UW System Headquarter City & UW System Sponsored Events Policy: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/headquarter-city-uw-system-sponsored-events-policy/>