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.* | |
|  |  |
| 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 scheduled  Business 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. |

**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/>