

Food Expense Checklist



University of Wisconsin
Whitewater

Event Information

Activity Type:	Begins ____/____/____ AM ☐ PM ☐
	Ends ____/____/____ 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 rental costs are incurred, pre-approval from Vice Chancellor of Administrative Affairs [attached](#).

Service Requested

# UW/State Employees/Students _____ + # Non-employees _____ = Total _____	
<i>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.</i>	
☐ Break Refreshments <i>Select at least one applicable statement.</i> \$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 <i>Select at least one statement.</i> ☐ Breakfast \$28 ☐ Lunch \$31 ☐ Dinner \$46	☐ Meal cost covered by participant fees Meal cost covered by department funds <i>(must meet one of the following)</i> ☐ Mealtime speaker scheduled ☐ Business being conducted during meal ☐ Facilities not available near the meeting site
☐ Reception <i>Allowable when <u>all</u> conditions are met.</i>	➤ 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 or 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

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

***Sign in sheet not required for receptions.

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/>