



SPCC BUSINESS MEAL FORM

Appropriate Food and Beverages Functions

The functions or events at which it is considered appropriate for food and beverages to be served to University personnel are limited to the following. Please select one. For more information regarding Function type, visit the [Travel](#) website.

Bona fide Business Meal Purpose:

| | |
|-----------------------------------------------|-------------------------------|
| Number of Participants | |
| Names of Participants | Affiliation to W&M |
| <i>(Required for 10 or less participants)</i> | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

| | |
|--------------------------------------------------------------------------------------------------------------------------------|--|
| Does this meal require over per diem approvals? | |
| No No additional signature required below | |
| Yes (100% - 150%) State or Local funds with Department Head printed name and signature | |
| Yes (150% - 200%) Local funds with Dean or VP printed name and signature | |
| Alcohol Local funds ONLY with Department Head printed name and signature; maximum \$30 per person including tax and tip | |

Specific Justification for Over Per Diem

Printed Name of Designee (Dept. Head, Dean or VP)

Signature of Designee (Dept. Head, Dean or VP)

| | | |
|-------------------|------------------------------------|----------------|
| Meal Type: | Total Cost of Meal/Alcohol: | |
| Breakfast | Meal | Alcohol |
| Lunch | | |
| Dinner | Average Cost Per Person: | |
| Alcohol | Meal | Alcohol |