



Business Meeting Meal Payment Voucher

A business meeting meal is defined as a sit down meal with an external party that is held at an on campus food service (Aramark) location or a local restaurant as part of an official business meeting. Common examples of external parties include: candidates, speakers, and recruiters. Complete this form, obtain approval, attach an Aramark invoice (for on campus food service location) or a detailed itemized receipt (for a local restaurant) and forward to Accounts Payable for payment of a business meeting meal.

As with all expenditures of public funds, universities are expected to use prudence in determining the appropriateness of purchasing food with public funds.

Payee Information	
Payee Name: <input style="width: 95%;" type="text"/>	Payee Address: <input style="width: 95%;" type="text"/>
Accounts Payable Vendor Number: <input style="width: 95%;" type="text"/>	

Payment Information																							
Date of Meeting: <input style="width: 95%;" type="text"/>	Amount: <input style="width: 95%;" type="text"/>																						
Time of Meeting: <input style="width: 95%;" type="text"/>																							
Business Purpose: <input style="width: 95%; height: 30px;" type="text"/>																							
# of Participants: <input style="width: 95%;" type="text"/>	Location: <input style="width: 95%;" type="text"/>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participant Name</th> <th style="width: 25%;">Affiliation/Group</th> <th style="width: 25%;">Participant Name</th> <th style="width: 25%;">Affiliation/Group</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Participant Name	Affiliation/Group	Participant Name	Affiliation/Group																
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Accounting Information	
Fund Center: <input style="width: 95%;" type="text"/>	Commitment Item (CI): <input style="width: 95%;" type="text"/>
RO #: <input style="width: 95%;" type="text"/>	Please verify CI accuracy here.
Funds Res(FR) #: <input style="width: 95%;" type="text"/>	FR Line #: <input style="width: 95%;" type="text"/>
Special Instructions: <input style="width: 95%; height: 20px;" type="text"/>	

Signature of Employee Responsible for Request	
I certify funds were spent according to university guidelines and not for personal benefit of myself or other individuals. I understand that misuse of university funds may result in disciplinary action.	
Signature: _____	Date: _____

Approval	
Vice-President/Dean (print name): _____	
Note - if related to grant, request must be approved by Grant Accountant (Waller 22)	
Signature: _____	

Payment Process for Business Meeting Meals with External Parties

The purchase of business meeting meals for university business meetings is permitted only when the meeting includes: a). employees from more than one PASSHE entity who are necessary for the business purpose of the meeting or b). Participants who are not PASSHE employees who are necessary for the business purpose of the meeting. Common examples of external parties include: candidates, speakers, and recruiters. **As with all expenditures of public funds, universities are expected to use prudence in determining the appropriateness of purchasing food with public funds.**

Following are payment instructions for business meeting meals with external parties.

Off-Campus Restaurant Location:

- BU employee responsible for the meeting pays for business meeting meal with BU travel card, personal credit card, or cash. To enroll in the BU travel card program, [click here](#). Completed travel card enrollment forms should be forwarded to the Accounts Payable office (WAB 19). RO#s are no longer necessary.
- BU employee responsible for the meeting obtains detailed receipt from restaurant. **NOTE: Under no circumstances will reimbursement for alcohol be made.**
- BU employee responsible for the meeting completes the *Business Meeting Meal Payment Voucher* form and forwards to the appropriate VP/Dean for approval. The detailed receipt must be attached to the form.
- Once approved, the form should be forwarded to the Accounts Payable office (WAB 18) for processing. It is no longer necessary to input a purchase requisition in SAP.
- Reimbursements will be processed within 7-10 days of receipt of completed documentation.

On-Campus Dining Location (Aramark):

It is suggested that blanket RO#s be requested by offices/departments that will be using the on-campus dining facilities regularly for business meeting meals with external parties.

- Requester e-mails the purchasing department, with a copy to the appropriate VP/Dean, requesting blanket RO# for business meeting meals at on-campus dining facilities (Aramark) locations.
- Purchasing issues RO#. A purchase requisition for the blanket RO# must be entered in SAP for the full amount of the blanket. This will ensure budgetary accuracy and will allow for one-time entry of the commitment, rather than entering a purchase requisition at each occurrence.
- Upon receipt of invoice from Aramark, complete the *Business Meeting Meal Payment Voucher* form for each meeting and attach to the invoice.
- Forward to the appropriate VP/Dean for approval.
- Once approved, the form and attached invoice should be forwarded to the Accounts Payable office (WAB 18) for processing. It is no longer necessary to input a purchase requisition in SAP.
- Payment to Aramark will be processed within 7-10 days of receipt of completed documentation.

Single use RO#s for on-campus dining:

- Requester e-mails the purchasing department, requesting RO# for business meeting meals at on-campus dining facilities (Aramark) locations.
- Purchasing issues RO#.
- Upon receipt of invoice from Aramark, a purchase requisition for the RO# must be entered in SAP for the full amount, complete the *Business Meeting Meal Payment Voucher* form for each meeting and attach to the invoice.
- Forward to the appropriate VP/Dean for approval.
- Once approved, the form and attached invoice should be forwarded to the Accounts Payable (WAB 18) for processing.
- Payment to Aramark will be processed within 7-10 days of receipt of completed documentation.

For business meeting meals where no blanket RO# is issued (i.e. infrequent use of on-campus dining facilities), please follow instructions for off-campus restaurant location (see above).

For questions, please contact Accounts Payable at x4647.