

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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| Policy Number: 4:010 | Supersedes Policy Number: IV:01:04 |
| Date: August 1, 1986 | Dated: August 29, 1983 |
| Subject: Guest(s) Meals Purchase | |
| Initiating Authority: Vice President for Finance and Administration | SBR Policy/Guideline Reference: |
| Approved: <i>R. O. King</i> President | |

1. Provisions of this policy apply only to official guests and designated host(s)* of the University. The official requesting reimbursement must have been present when the meal was purchased.
2. Reimbursement of actual expenses for meals and related costs shall be allowable when acting as designated host(s)* to guests of the institution or other official business functions. Reimbursement shall not exceed five dollars (\$5.00) for lunch and ten dollars (\$10.00) for dinner per person.
3. The "Authorization for Purchase of Meals for Guests" form, PPM Form 4:010:a, must be approved prior to the purchase of the meal(s).
4. Each event must be authorized on a separate form.
5. The "Reimbursement Request for Guest Meals" form PPM Form 4:010:b, must be completed following the purchase of the meal(s). The department and account number to be charged must be included.
6. Both forms must be signed by the appropriate senior administrator and attached to a receipt(s) for reimbursement.
7. Only one copy of each form is required for processing.
8. Forms may be secured from the appropriate senior administrator.

9. Exceptions to this policy may be approved by the President or his designee.

*Generally, departments should plan for only one University host.