


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:010	Supersedes Policy Number: 4:010
Date: May 16, 1988	Dated: August 1, 1986
Subject: Guest(s) Meals Purchase	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  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 six dollars (\$6.00) 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.

AUSTIN PEAY STATE UNIVERSITY

AUTHORIZATION FOR PURCHASE OF MEALS FOR GUESTS

TO: _____

FROM: _____

SUBJECT: Authority to Purchase Guest Meals

DATE: _____

Authority is requested to purchase guest meals for _____

_____ name of guest(s)

for the period _____.

This person will be guest of the _____ department or activity

_____. The designated University host(s) are

_____. The guest is

_____ a prospective faculty member, a guest speaker, etc.*

Estimated amount \$ _____. Account number to be charged

_____.

Recommended for Approval:

_____ appropriate dean or department head _____ date

Approved: _____ Senior Administrator _____ date

*If the guest is not a prospective faculty member, this identification should clearly state the relationship of the guest to the University and explain why the purchase of meal(s) is necessary.

AUSTIN PEAY STATE UNIVERSITY
REIMBURSEMENT REQUEST FOR GUEST MEALS

Date _____

Guest(s) _____
name(s)

Event/Purpose and Comments: _____

Designated University Personnel in Party _____
name(s)

University department and account number to be charged _____

Claimant _____
name signature

Approved _____ Amount \$ _____
Senior Administrator

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT