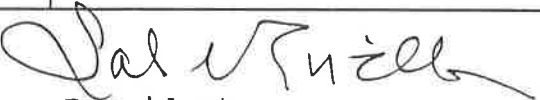


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:010	Supersedes Policy Number: 4:010
Date: July 26, 1996	Dated: May 16, 1988
Subject: Guest Meal/Special Event Payment Authorization	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: 7/26/96	 President

1. Provisions of this policy apply only to University employees hosting guests of the University off-campus and/or official business functions and special events catered by the University's food service vendor. The University official requesting reimbursement must have been present when the meal was purchased or refreshments occurred. This policy applies only to events costing less than \$500. Any purchase of \$500 or more must have a purchase order issued by the University Purchasing Department.
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 the per diem rates established by TBR policy.
3. The "Guest Meal/Special Event Payment Authorization" Form must be submitted to Accounts Payable for each meal or event. A description of the event and a statement of purpose must be included on the form together with original receipts. Credit card receipts will be accepted as documentation for reimbursement, providing the vendor name is legible.
4. Each event must be authorized on a separate form.
5. The "Guest Meal/Special Event Payment Authorization" Form must be completed following the purchase of the meal(s). The department and account number to be charged must be included.
6. The department head is responsible for insuring the legitimacy of the business purpose. The department head is also

responsible for determining the availability of funds. Though prior approval is not required, departments should clearly communicate to employees the acceptable business purposes that will be approved.

7. If the event is catered by the University's food service vendor, the department must obtain the billing invoice, attach it to the completed "Guest Meal/Special Event Payment Authorization Form" (or the dated and signed receiving copy of the purchase order if used) and forward to Accounts Payable.
8. Only one copy of the form is required for processing.
9. Forms may be secured from the appropriate senior administrator.
10. Exceptions to this policy may be approved by the President or his designee.