


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:01:04 DATE: November 1, 1981
SUPERSEDES POLICY NO.: IV:02:01:02 DATED: March 1, 1978
SUBJECT: Purchase of Meals for Guests
APPROVED: Robert O. Riggs, 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 IV:01:04: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 IV:01:04: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.

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

AUSTIN PEAY STATE UNIVERSITY

AUTHORIZATION FOR PURCHASE OF MEALS FOR GUESTS

TO: _____
appropriate Vice President

FROM: _____
proposed claimant

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 meals 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