

Food Expense Checklist

Event Information

Activity Type:	Begins ____/____/____	AM	PM
	Ends ____/____/____	AM	PM
Name, Description of Activity and Business Purpose:			
Food Source: Aladdin Catering Other: _____			
On Campus		Off Campus**	Open to Campus
		Location:	

**If off campus site incurred expense, pre-approval from Vice Chancellor of Administrative Affairs attached.

Service Requested

# UW/State Employees _____ + # Non-employees _____ = Total # _____ <i>Guaranteed attendees required 5 business days prior to event for On-Point Catering; department will be billed for the higher of guaranteed attendees or actual count.</i>	
Break Refreshments <i>Select at least one applicable statement.</i> <i>\$14 per person</i> AM PM	Keeping attendees present promotes meeting continuity
	Vending facilities not available within building or immediate area
	Majority of meeting attendees are not UW/State employees
Meals <i>Select at least one applicable statement.</i> Breakfast \$28 Lunch \$31 Dinner \$46	Meal cost covered by participant fees
	Meal cost covered by department funds <i>(must meet one of the following)</i> Mealtime speaker scheduled Business begin conducted during meal Facilities not available near the meeting site
Reception <i>Allowable when <u>all</u> conditions are met.</i>	⇒ Gathering of individuals for a UWW event that is not purely social or entertainment. Unlike a business meeting, a reception may not have an agenda of time frame.
	⇒ If primary attendants are UW employees, hosted at UW Facility.
	⇒ The purpose must promote the mission of the hosting department

Documentation Required

Please Attach ALL Documents	Agenda	Brochure	Attendee List	Invoice
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University of Wisconsin
Whitewater