

Food Expense Checklist



University of Wisconsin
Whitewater

Event Information

Activity Type: <input type="text"/>	Begins ___/___/___ <input type="text"/> AM <input type="checkbox"/> PM <input type="checkbox"/>
	Ends ___/___/___ <input type="text"/> AM <input type="checkbox"/> PM <input type="checkbox"/>
Name, Description of Activity and Business Purpose:	
Food Source: <input type="checkbox"/> UW Dining Services* <input type="checkbox"/> Other: _____	
<input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus**	Location: _____

*Exclusive rights contract for UW Dining Services; please review catering policy which can be found here:

<https://www.uww.edu/uc/services/reservations/campus-policies>

**If off campus site rental costs are incurred, pre-approval from Vice Chancellor of Administrative Affairs [attached](#).

Service Requested

# UW/State Employees/Students _____ + # Non-employees _____ = Total _____ <i>Guaranteed attendees required 5 business days prior to event for UW Dining Services; department will be billed for the higher of guaranteed attendees or actual count.</i>	
<input type="checkbox"/> Break Refreshments <i>Select at least one applicable statement.</i> <small>\$12 per person</small> <input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Keeping attendees present promotes meeting continuity <input type="checkbox"/> Vending facilities not available within building or immediate area <input type="checkbox"/> Majority of meeting attendees are not UW/State employees/students
<input type="checkbox"/> Meals <i>Select at least one statement.</i> <input type="checkbox"/> Breakfast \$20 <input type="checkbox"/> Lunch \$21 <input type="checkbox"/> Dinner \$35	<input type="checkbox"/> Meal cost covered by participant fees Meal cost covered by department funds <i>(must meet one of the following)</i> <input type="checkbox"/> Mealtime speaker scheduled <input type="checkbox"/> Business being conducted during meal <input type="checkbox"/> Facilities not available near the meeting site
<input type="checkbox"/> Reception <i>Allowable when all conditions are met.</i>	<ul style="list-style-type: none"> ➤ 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 or time frame. ➤ If primary attendants are UW employees/students, hosted at UW Facility. ➤ The purpose must promote the mission of the hosting department.

Documentation Required

Attach all of the following to P-Card or ShopUW+ request:	<input type="checkbox"/> Agenda or Brochure <input type="checkbox"/> Invoice <input type="checkbox"/> Attendee sign in sheet*** <input type="checkbox"/> Food Checklist sheet***
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***Sign in sheet not required for receptions.

UW System Headquarter City & UW System Sponsored Events Policy: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/headquarter-city-uw-system-sponsored-events-policy/>