



UNIVERSITY OF SOUTH ALABAMA

Food Use Documentation Form

This form is to be used to provide appropriate documentation for food purchased by University departments for various business purposes. This includes refreshments and meals for campus meetings as well as taking consultants, guest speakers or other University guests to lunch or dinner. **Please attach this form as supporting documentation to the Concur Invoice or PCard transaction when food is purchased for an event or other purpose as noted above.** *USA Dining is under contract with ARAMARK as the exclusive food and beverage service provider on the University of South Alabama campus. Food and beverage served to groups of people on campus should be purchased exclusively from USA Dining unless a waiver has been granted by the Vice President of Student Affairs.*

IMPORTANT: On-campus meetings whereby food is sourced from a vendor other than the current Food Services contract provider, a waiver must be submitted and approved at least **two weeks prior to the event.**

Meeting/Event Date:

Meeting/Event Location:

Meeting Time for which food is purchased: *Beginning*

Ending

Meeting/Event Business Purpose (*description*) for which food is purchased:

Description of food purchased / Service Requested:

Vendor/Restaurant Name:

Attendees (*use additional sheet if needed*):

University personnel

Non-University personnel

Students

General State and University Guidelines Regarding Purchases of Food

Refreshments

- Refreshments (coffee, etc.) purchased for meetings involving University personnel are generally unallowable.
- Refreshments may be purchased for those occasions where it is appropriate to extend “reasonable hospitality” to University guests.

Meals

- Meals may be purchased for University meetings and workshops for University personnel if such meals are incidental to the meetings and not providing them would be counterproductive to the meetings.
- Students under the employment of the University or students being paid for specific projects are considered University personnel and must follow guidelines for employees (while performing in that capacity).
- If available, copies of an agenda, brochure or other documentation should be submitted with each request for payment.
- University personnel are permitted to take University guests to lunch or dinner if there is a business reason to do so. In such cases, the meals of the University employee and the guest are generally reimbursable. Please see the Entertainment section of the University Travel and Entertainment Regulations for a complete description of allowable and unallowable expenditures.

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