

**EASTERN WASHINGTON UNIVERSITY
MEALS AND LIGHT REFRESHMENTS FORM**

Complete this form whenever meals or light refreshments are requested for a university meeting or training session. University policy regarding meals and light refreshments can be accessed at the following website:

<http://access.ewu.edu/Travel/Meals-and-Light-Refreshment.xml>

SECTION I: ADMINISTRATIVE DATA

Sponsoring Department	Department Contact Name	Contact Telephone No.
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SECTION II: MEETING/TRAINING SESSION INFORMATION

Name of Meeting/Training Session	Location
Date(s)	Begin and End Times (In most cases, Meeting/Training must be at least 2 hrs)

Purpose of Meeting/Training Session	<i>Attach a copy of brochure, registration form or agenda for documentation.</i>
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List of Attendees : (For Meals-each individual must be listed. For Refreshments-list may include names of group or organization.)	Number of Attendees
Employees- Volunteers- Students (In most cases, students are not allowed meals)- Other (Please explain relationship to EWU)-	

Check if meals will be served. Indicate which meals: Breakfast Lunch Dinner

Note: Meals are subject to per diem limits. Meals and light refreshments must be integral to the meeting/training.*

Check if refreshments will be served. (Note: light refreshments are not provided for receptions, social events, staff/departmental meetings, or similar hosting events)

Volunteers will receive Meals or Light Refreshment.

Explanation of how volunteers benefit university: _____

Check if fees were collected to cover the meal or light refreshments.

Fees were deposited into Banner Index and Account code: _____

SECTION III: ACCOUNT AND APPROVAL INFORMATION

Account Number	Estimated Amount
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I certify the following (all criteria must be met):

- Official university business will be conducted.
- Meals or light refreshments are an integral part of the meeting or training session.*
- If applicable, the volunteers (listed above) contributed directly to the meeting or training session.

Name of Approving Dean, Director or Vice President	Signature	Date
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For questions about qualifying events, contact EWU General Accounting at 509-359-6614.

* An activity within a meeting that is essential to completeness of the meeting, i.e., speaker during lunch or business discussion through lunch period per formal agenda.