Financial Services/Accounts

Catering Policy Ottecklisted if you or University Dining is being used. Il my event have only TU employees?

o If yes, the Food Service/Catering E

question 6.

• Please refer to the policy for the required approval based on the estimated cost of the event.

- 6. Will my event be a minimum of 4 hours?
 - o If yes, the allowable cost will be the full USM lunch allowance.
 - Note: The meal rates are subject to change each fiscal year. Please visit <u>TU's Travel</u> <u>Planning & Resources</u> site for the most current rate.
- 7. Will my event be a minimum of 2 hours, but less than 4 hours?
 - If yes, the allowable cost will be half of the USM lunch allowance.
 - Please note catered/business meals less than 2 hours are not allowable to be funded with state funds.

Purchase has been made/ready to submit for payment:

- Do I have an invoice/receipt?
- 8. Do I have the <u>Catering Attendee Form</u> (Required for all payments)?
 - If the number of attendees is less than 50, all names and affiliation to the university must be listed.
 - If the number of attendees is 50 or greater, only the names of University employees are required along with a summarization by type of other individuals served (i.e. 100 students and parents attending admissions open house).
 - Purpose section must be completed.
 - Attendees must be listed on the form or you can reference a separately attached attendee list.
- 9. Do I have an agenda, event flyer, email blast etc.?
 - This must detail the type of event, who was invited/target audience, and the length/ time frame.
- 10. Do I have the approved food waiver (if applicable)?
 - Please note: The email approval from University Dining Services must be submitted with the invoice.
- 11. Do I have the Food Service/Catering Exception Authorization Form (if applicable)?
- 12. If you answered yes to all the questions above, you are ready to submit for payment.

*State funds include state-supported, self-supported, and

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