

**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	
I certify the following (all criteria must be met): <input type="checkbox"/> Official university business will be conducted. <input type="checkbox"/> Meals or light refreshments are an integral part of the meeting or training session.* <input type="checkbox"/> If applicable, the volunteers (listed above) contributed directly to the meeting or training session.		
Name of Approving Dean, Director or Vice President	Signature	Date

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.