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UNIVERSITY OF WASHINGTON

FOOD AND BEVERAGES FOR MEETINGS, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES

Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please include appropriate worktags. This form should be completed prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Excecutive Vice President on May 1, 2000.

Event Date (mo. / dy. / yr.)	Event Title

Purpose of Event

- ☐ Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- ☐ Training (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- ☐ Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department	Worktags
Department Contact Name	**Contact's Phone Number**
	( )

Total Number of Invitees _____ (Maintain a list of attendees or invitees in department.)

Total Number of Attendees _____ (Maintain a list of attendees or invitees in department.)

CHECK LIST

☐ Meals will be served.*

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

*The cost per meal may not exceed the applicable per diem, including tax and gratuity, for the location in which the meal is served.

☐ Light refreshment will be served.

Estimated cost of refreshments $ _____

☐ Event will be recurring.**

Name of Meeting/Training Coordinator. PLEASE PRINT.	Signature of Coordinator	Date

** Approved form may be copied for future recurring events.

APPROVAL

Name of Approving Official. PLEASE PRINT.	Signature of Approving Official	Date