



The University of Louisiana Monroe
Request for Authorization of Special Meal

SECTION I: Requestor's Information

Requestor's Name: _____ Department: _____

Phone No.: _____ Email Address: _____

Signature: _____ Date: _____

SECTION II: Function Information

Host Individual / Group: _____

Name of Function: _____

Date of Function: _____ Time: _____ Location: _____

Purpose / Benefit to ULM: _____

Food Source: Aramark _____ Caterer _____ Restaurant _____ Self-Catered _____

University Event? Yes _____ No _____ Restaurant or Caterer Name: _____

Meal to be Served: Breakfast _____ Lunch _____ Dinner _____ Snack / Refreshments _____

SECTION III: Cost & Funding Information

Price per Person * _____ Number of Guests _____ Total Cost ** _____

** If the meal exceeds allowances in Instructions, the overage will not be reimbursed and must be paid with Non-University Funds.*

*** If the Total Cost is \$5,000 or more, services must be bid, or Aramark must be used.*

Is The Meal Paid For by Event Attendees (NOT Using University funds)? _____ Yes _____ No

Payment Method: _____ P-Card *** _____ Check Request _____ Requisition [Requisition No. _____]

**** If P-Card is used, prior approval must be granted by Office of State Travel via the ULM P-Card Program Administrator.*

Funding Source:

INDEX: _____ FUND: _____ ORGN: _____ ACCT: 704240 Amount: _____

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SECTION IV: Approvals – Sign and Date

Approving Agent (required): _____ Date: _____

VP (if over \$1,000): _____ Date: _____

President (required): _____ Date: _____

Grants / Contracts (if applicable): _____ Date: _____

Purchasing Director (if \geq \$5,000): _____ Date: _____

Instructions for Routing:

After this form has been completed and signed by the Approving Agent (required), Vice President (if over \$1000), the President (required), and Grants/Contracts (if applicable), it should be sent to the Controller's Office for review for compliance with applicable law and policy. If the request complies, the form will either be forwarded to the Purchasing Director if the request is \$5,000 or more or be returned directly to the Requestor. Once the Requestor has all required approvals, he/she may then proceed. If the request cannot be approved, the form will be returned to the Requestor with an explanation.

Once the purchase is made, attach this original completed form, with all approvals, to the Check Request, along with the original participant sign-in sheet that includes signatures and printed names of all attendees. If P-Card was approved for payment, attach the completed, approved Special Meals Request form, as a receipt in Works, along with the sign-in sheet, and purchase receipt. Attach all items to the P-Card statement delivered to Purchasing.

Instructions for Completion:

SECTION I: Requestor's Information

- Complete the requested information for the person making the request for authorization

SECTION II: Function Information

- Provide the requested information for the Host, Name, Date, start to end Time, and Location of the function.
- Document the Purpose or Benefit to ULM.
- Will the food be provided by Aramark, a Caterer, a Restaurant, or Self-Catered (E.g., you will be purchasing and providing the food)
- Note if this is a University event or not
- If a Restaurant or Caterer is being requested, provide the name of the business
- Note the meal to be provided

SECTION III: Cost & Funding Information

- Provide the Price per Person, the Number of Guests, and the Total Cost:
 - Price per Person * Number of Guests = Total Cost
 - Reimbursement rates must comply with the published meal rate of the meeting location. These rates can be found on the GSA.GOV website (Link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>).
 - Reimbursement must comply with regulations listed in PPM 49.
 - Tips should never exceed 20%
 - If the meal exceeds the stated allowances, the overage will not be reimbursed and must be paid with non-University funds
 - If the Total Cost is \$5,000 or more, the request will be routed to Purchasing and will need to be bid, or Aramark must be used
- Note if the meal costs have been included in the event registration fee paid by the attendees/guests, e.g., a meal is included in the cost of conference registration.
- Note the payment method:
 - If P-Card is to be used, the Requestor must contact the ULM P-Card Program Administrator to request Exception Approval from the Office of State Travel, prior to the purchase
 - If paying from invoice via a Purchase Order, select Requisition and note the Requisition number
- Fully document the funding source(s). Account 704240 (Food) is the only allowable Account code to be used.

SECTION IV: Approvals – Sign and Date

Once the requestor has completed Sections I, II, and III, he/she must obtain the appropriate approvals *PRIOR TO COMMITTING TO A VENDOR AND MAKING PAYMENT*:

- Approving Agent – appropriate Financial Manager or Principal Investigator
- Vice President – VP approval is required if the total price is over \$1,000
- President – The President's signature is required on all Special Meals Requests
- Grants / Contracts – if applicable
- Purchasing Director – Purchasing approval is required if the total price is \$5,000 or more. If Total Cost is \$5,000 or more, the food services must be bid, or Aramark must be used.