**Directions:** This form is fillable online; click on the blue boxes with your mouse. ***Please fill in the boxes, obtain signatures, and submit this form to the Controller’s Office three weeks prior to the requested date.*** This will ensure that sufficient time is provided to review and approve before the event. ***Please be sure to attach or include the planned and documented business agenda or flyer announcing the event, and a list of attendees (for groups of 30 people and under).*** A copy of the approved request will have to be attached to the request to pay the vendor or reimbursement for the meals.

**General Rule:**

1. Meal costs can be paid out of an auxiliary fund only when associated revenue has been collected from the participants who will be eating these meals. Limited exceptions will be granted for meals or refreshments expenses used for institutional meetings, conferences, and workshops where the Fund description describes this activity and this form has been submitted and approved. ***Specifically prohibited without exception are meals or refreshments for any type of staff or department meeting and candidate searches (see the “University of West Florida Expenditure Guidelines).***
2. Apparel/Clothing costs for employees are specifically disallowed. Uniforms or clothing purchased and issued as safety clothing meeting IRS regulations definition, may be allowed if approved on this form.

1. Name & Number of Fund:

2. Requestor / Title / Phone #:

3. Business Manager / Phone #:

4. What is the purpose/mission of this particular fund?

Hello there

5. To assist us in determining if an exception should be granted, please describe your purpose of requesting an exception and what the exception is.

6. Date of Event/Activity:

7. Other facts and circumstances you would like to submit:

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(Requester Signature and Date) (Dean or Vice-President Signature and Date)

I approve of the above activity and agree to be responsible for its funding.

Controller’s Office Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature and Date)