

Food / Group Meal Event Documentation Form

Purpose: This form is used to provide documentation for all food/group meal purchases funded with institutional, Foundation and sponsored funds. Institutional funds include appropriations, departmental sales/service funds, student activity funds, and auxiliary funds. A copy of this form must be maintained with any P-Card receipt documentation and payment requests submitted to Accounts Payable.

Events using agency funds or processed directly through the GT Foundation OR GTRC do not require use of this form. For America-to-Go orders, attach form to requisition.

Busir	ess Purpose :
	On campus Off Campus
Date(s) of Event: Time (Start/End):
GT E	vent Sponsor:
Appro	oval Signature
*Pre- a	oproval by department head/delegate is required for employee business meetings using institutional funds
Γype of Activity: ☐ Con	✓ Student Event ✓ Business Meeting ☐ Employee Group Meal ☐ Volunteer Event ference, Camp & Workshop ☐ Contract Hospitality ☐ Annual Member Recognition
Participants:	
Students	☐ Employees ☐ Non-employees ☐ Volunteers ☐ Conference Attendees
✓ Group	event: 15+ participants (reception, banquet, open house) Estimate#:
☐ Less t	nan 15 participants. Provide list of participants with associated dept/entity
Meal cost per p	erson:
CAN NOT EXCEED \$7/Breakfast, \$9/Lunch, \$20/Dinner. Unless Foundation/GTRC funds are used or sponsor approves	
Funding Source	: ☑ Student Activity Fees ☐ Agency Funds ☐ Departmental Sales Rev
	☐ Sponsored ☐ Institutional ☐ Auxilary ☐ GT FDN/GTRC
Policy Guidance	·
	funded payments for snacks, beverage service, and other meals in suppport of Institute business may be processed counts Payable. Meal per diem limits and meeting length limits are not imposed.
Food and m	eals related to entertainment and development activities must be processed directly through the FDN.
Meals serve Dept Head,	ed during employee business/training meetings using Institutional funds must: (1) last 4+ hours, (2) be pre-approved by (3) include a formal written agenda with meeting times, and (4) no breakfast or end-of-meeting lunch or dinner meals.
Georgia me	ent events, volunteer events, and food purchased for official guests and program participants is limited to State of al per diem limits, but minimum meeting lengths are not imposed
Ø	orgia Meal Per Diems limited to \$7/breakfast, \$9/lunch, \$20/dinner per person (incl tax/tip)
g Payments f	or alcohol can not be processed through the Institute (see policy for allowable exceptions) funds can only be used when specifically allowed by sponsor in writing
Meals purcl	nased using Agency Funds aren't restricted by meal per diem limits, but must be reasonable
See Studer Use of auth	t Center website for GT Catering Providers Policy: www.studentcenter.gatech.edu/campuscatering.htm
Use of auth	orized caterers is required for on-campus events over \$200
	can be used for food purchases that are in compliance with the Food/Group Meal policy
Payments r	nade through the Institute are exempt from sales tax. The FDN & GTRC are subject to sales tax