

Instruction Sheet for Meals and Refreshments (Events) Form

This form is to be used in conjunction with the two following Meals and Refreshments (Events) policies:

[6240 Meals and Refreshments - Appropriated and Grant Funds](#)

[6260 Meals and Refreshments - Local Funds](#)

* Expenditures related to Public Relations and Alcohol expenses utilize a separate form. [6250 Public Relations and Alcohol Expenses](#)

For Meal & Refreshment (Events) expense paid with P-card

- Attach completed form with original itemized receipt and required back up to your P-Card reconciliation paperwork and file with departmental records. Do not submit form to Accounts Payable.

For Meal & Refreshment (Events) expense paid with personal funds (or charged to personal credit card)

- Forward completed form with itemized, original receipt providing proof of payment and required back-up to Accounts Payable.
- If entertainment meal or refreshment expense is incurred while on travel status, attach this form and supporting documentation along with corresponding travel receipts to Travel Authorization form (T590) and submit to Travel Services.

For Meal & Refreshment (Events) to be paid directly to vendor:

- Forward completed form, with itemized original invoice and required back-up to Accounts Payable for payment.

Business Purpose Statement- Meal or refreshment (events) purchases must be supported by an adequate business purpose statement. An adequate business purpose statement includes a complete description of the event or meeting during which the meal or refreshments are served, the names, titles and affiliation of those in attendance, as well as a statement regarding the purpose of the event. A good way to gauge whether you've included all the relevant information is to ask whether your business purpose statement answers: *who, what, when, where and why*.

The statement should be easily understood by someone who may not be familiar with the role and responsibilities of the employee hosting the event. Please be thorough in providing information, as purchases lacking an adequate business purpose will become a personal expense to the employee.

Required back-up- The required back-up as specified in policy governing fund source must be included with this form. Example of required back-up: original, itemized receipt providing *proof of payment*, meeting or event agendas, invitations, list of attendees, written authorization. List of attendees should indicate if individual is BSU faculty, staff, student, spouse, or non-employee (include affiliation for non-employees). Attach additional sheet if necessary. Attach additional back-up for independent contractor (IC) as specified in IC policy, http://www.boisestate.edu/policy/policy_docs/6150_IndependentContractorServices.pdf.

All incomplete or illegible forms will be returned for revision, completion, organization of receipts, or additional documentation.

Please note:

- BSU local, grant, or appropriated funds may not be used to pay for birthday parties, holiday parties or casual mealtime meetings.
- Meals or refreshments (events) between employees is generally a discouraged practice and requires written authorization predating the event from a Dean or VP (e.g., an email approval) attached to Meals and Refreshment form. (Refer to BSU Policy 6260, Item II.B for detail)
- If you are hosting an "open event" (e.g. career fair) , calculate the number of attendees by using the count given to the food service provider for refreshments.