



PRO4000

Revision Date: 11-2024

Form Revisions Finalized by: Ken Wiegman

BUSINESS MEAL APPROVAL REQUEST FORM (NON-TRAVEL MEALS)

Date: _____ College: _____

Dept. Name: _____ Requested By: _____

Source of Funds (Fund/Dept/Campus/Account): _____

Event Information: Scheduled Meeting Date: _____ Total Quoted Amount: _____
Number of Participants: _____ Location: (City, ST, Zip): _____

Department agrees to maintain a list of participants in compliance with CAPP Manual Topic 20335.

	Breakfast: <input type="checkbox"/>	Lunch: <input type="checkbox"/>	Dinner: <input type="checkbox"/>
Per Diem Rate (based on Zip code)	\$ _____	\$ _____	\$ _____
Per diem rates GSA			

Meal is (check one): On Campus Off Campus
Purpose / Business Reason for Meal: _____

Per Diem Allowance – The Meal is (Check one):

Within State Per Diem: <input type="checkbox"/>	Exceeds Per Diem by UP TO 50%: <input type="checkbox"/>	Exceeds Per Diem by MORE than 50%: <input type="checkbox"/>
		Must use applicable Local Funds for excess (amount over 50% excess). Refer to VCCS Policy 4.2.2
If meal exceeds state per diem, please explain why: _____		

Approvals:

Signature of Department Approver for Source of Funds Date

Signature of Sub Agency Head / Designee Date

Authority:

- CAPP Manual Topic 20335, Non-Travel Related Meals - Business Meals
- CAPP Manual Topic 20310, Improper Expenditures
- VCCS Accounting and Fiscal Management Policy, Section 4
- VCCS Business Rule for Non-Travel Business Meals
- Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Non-Travel Meals includes catering, groceries, tips, delivery, and any food purchase
- *Please Note: If your college has specific requirements, please follow that guidance

Please retain a copy of this form and a list of attendees locally for documentation.
The list of attendees should not be attached to the requisition or purchase order due to PII standards.

A COPY OF THIS FORM MUST BE ATTACHED TO A PROCUREMENT REQUEST