



LAW SCHOOL BUSINESS OFFICE EVENT - REFRESHMENT FORM

Refreshment break expenses are payable if the criteria below is met. In order to satisfy the "Headquarters City" requirements, you must be able to check one box each for the four categories. A printed, completed copy of the form and the required documentation should be attached to your payment mechanism (e.g., e-reimbursement, Purchasing Card Log, Requisition, Direct Payment Form or PIR).

Event: _____

Date: _____
(MM/DD/YYYY)

Event Location: On Campus Off Campus

Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.

Was a fee collected from participants to cover costs? Yes No

1. Allowable Expenses: (Check the box(s) that pertains to the event)

- Facilities were not available within the building or immediate area, allowing attendees to obtain and consume normal break items within a break period of 10 to 20 minutes.
- Having the attendees leave the meeting room would have had an adverse effect on the continuity of the meeting.
- The majority of attendees were not UW/State employees. (Board members and students are not considered employees.)

2. Reasonable Approved Expenses:

- Refreshment break expenses must be limited to one break each morning and afternoon. The break may consist of nonalcoholic beverages such as coffee, tea or soft drinks, and at the discretion of the Dean's Office, a small food item may be included. The total cost must be reasonable and should not exceed \$10.00 per person. Events that include a continental breakfast must not include additional food items at the morning break.

3. Documentation Requirements:

Description of Event:

Purpose:

Number of attendees: _____

Time: Start _____ Finish _____

- Meeting Agenda, which includes the above information is attached.

4. Participant Information:

List the number of UW/State employees, non-employees, and students in attendance (Board members and students are not considered employees.)

_____ UW/State Employees _____ Non-Employees _____ Students

5. Proof of Payment:

- Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)
- A copy or handwritten receipt is attached. Reason _____
- Vendor will submit original invoice. (When form is used as part of the purchase order process)