University of Mary Washington
Accounts Payable

UMW Business Meal and Food Approval Form

1. The meal/food must be essential to conducting business of the University, involve substantive and bona fide business discussions, and be approved by the President or the President's Designated Signer for your department.

Business purpose for providing food/beverage and discussion topics:

2. Meal limits, WHICH INCLUDE TAXES AND TIPS (alcoholic beverages are NOT allowed), shall apply as shown below. A reasonable tip (defined as NO MORE THAN 20% of the "total bill," EXCLUDING alcohol) is allowed. ("Total bill" for tip calculation is defined as food, non-alcoholic drinks, and taxes on these items.) Gratuity can be rounded UP to the next whole dollar. Before leaving a tip, verify that it has not been automatically added.

Location	Allowed Meal Limits		
	Breakfast	**Lunch**	**Dinner**
Fredericksburg; Spotsylvania; Stafford; Prince William	$13.00	$15.00	$26.00
Washington, DC; VA cities of Alexandria, Falls Church, Fairfax; VA counties of Arlington & Fairfax	$18.00	$20.00	$36.00
Other Locations	Email payables@umw.edu or call 654-1226		

NOTE Any meal amount (including taxes and tip) in excess of the stated limits is the responsibility of the payer. To calculate the "per person" amount, divide the total bill (INCLUDING taxes and tip) by the number of attendees. The state requires a DETAILED, ITEMIZED receipt to verify the number of attendees with the number of meals served and to verify no alcohol. The UMW Finance Card is the preferred method of payment. Reminder: The SPCC is NOT a UMW Finance Card and CANNOT be used to pay for restaurant meals.

3. A list of **ALL** persons, by name, involved in the meal/food consumption and the reason for the meal/food MUST be included on this form. If this meal/food/event is open to the campus or a specific group, identify the group name and include an approximate number. Meals for family members, significant others, etc. are not allowed.

Names of Attendees:

4. A **DETAILED, ITEMIZED RECEIPT MUST** be provided.

I understand and accept these conditions and understand that the payer is responsible for any excesses or inappropriate expenditures for the business meal(s)/food as defined.

Signature | Date

Business Meal/Food Approved by:
must signed by an authorized designated signer

Designated Signer Signature | Date

Date or Date Range for meals(s)/food From: To:

***Use Account code 71264S for meals with 2 or more students. Use 71264 for all other meals.**

AMOUNT	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	FOAPAL Manager's Signature
			Select				
			Select				

Use of the UMW Finance Card

(The UMW Finance Card is NOT an SPCC Card. Please see the Business Meals page located on the Accounts Payable website here.)

Card Issuer Use Only

	Date	Time	Initials
Out			
In			

1. I agree not to share the card number with anyone other than the vendor whom I am doing business.
2. I agree to the requirements listed in 1-4 above. In addition, if the Card has excess or inappropriate expenditures during the time I signed it out; I agree to UMW Payroll Regulations which allows UMW to withhold funds from my paycheck if I refuse or fail to repay UMW for the inappropriate expenditures.

*Wet signature is required and is invalid unless signed in the presence of the issuer of the UMW Finance Card. The person who signs below is the person who picks up the card and is the ONLY person allowed to use the Card. You may be asked for identification.

Signature of Card User | **Printed Name** | **Last 4 digits of Social Security Number**

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