



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 processed through the GT Foundation or GTRC do not require use of this form.

Business Purpose : _____

Location of Event: _____

Date(s) of Event: _____ **Time (Start/End):** _____

GT Event Sponsor: _____

Approval Signature _____

*Pre- approval by department head/delegate is required for employee business meetings using institutional funds

Type of Activity Student Event Business Meeting Employee Group Meal Volunteer Event

Conference, 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 than 15 participants. Provide list of participants with associated dept/entity

Meal cost per person: _____

Funding Source Student Activity Fees Agency Funds Departmental Sales Rev

Sponsored Institutional Auxiliary GT FDN/GTRC

Policy Guidance ([See policy 5.2.1.9 for detailed policy](#))

Foundation Funds	<p>Foundation funded payments for snacks, beverage service, and other meals may be processed through the Institute via Accounts Payable. Meal per diem limits and meeting length limits are not imposed. Agenda required.</p> <p>Food and meals related to entertainment and development activities must be processed directly through the FDN.</p>
State and Other Funds	<p>Meals served during employee business/training meetings using Institutional funds must: (1) last 4+ hours, (2) be pre-approved by Dept Head, (3) include a formal written agenda with meeting times, and (4) no breakfast or end-of-meeting lunch or dinner meals</p> <p>Official student events, volunteer events, and food purchased for official guests and program participants is limited to State of Georgia meal per diem limits, but minimum meeting lengths are not imposed</p> <p>State of Georgia Meal Per Diems limited to \$7/breakfast, \$9/lunch, \$20/dinner per person (incl tax/tip)</p> <p>Payments for alcohol can not be processed through the Institute (see policy for allowable exceptions)</p> <p>Sponsored funds can only be used when specifically allowed by sponsor in writing</p> <p>Meals purchased using Agency Funds aren't restricted by meal per diem limits, but must be reasonable</p>
Catering	<p>See Student Center website for GT Catering Providers Policy: www.studentcenter.gatech.edu/campuscatering.htm</p> <p>Use of authorized caterers is required for on-campus events over \$200</p>
Payment Info	<p>The Pcard can be used for food purchases that are in compliance with the Food/Group Meal policy</p> <p>Payments made through the Institute are exempt from sales tax. The FDN & GTRC are subject to sales tax</p>