



## University of Wisconsin Oshkosh Meals and/or Refreshment Requisition Approval

Refer to FPPP (Financial Policy & Procedure Paper) #20, 26, 6, 36 (Travel Regulation, section X) and the Guide to Planning...UW System Sponsored Mtgs, Appendix A for guidelines.

Department # \_\_\_\_\_ Account # \_\_\_\_\_

This requisition is for:  Meals  Refreshments

1. Name or purpose of meeting \_\_\_\_\_

2. Place, date and time (attach an agenda) \_\_\_\_\_

3. Is this a UW sponsored educational program (e.g. Extension/Continuing Education)?

Yes  No

Note: Also check Yes for privately sponsored programs for which the UW is the fiscal agent.

**If Yes, the cost of meals or refreshments must be paid by participant's registration fees.**

**Also provide the following:**

a: Account for the deposit of fees \_\_\_\_\_

Attach the page of the brochure registration form or contract which indicates the fee charged and the meals and/or refreshments included in the fee. If this information is not yet available, please forward ASAP.

b: Names and official purpose of UW Oshkosh employees in attendance.

If No, continue below

4. If refreshments are to be served, how many will be in attendance? \_\_\_\_\_

Of this total, how many will be UW Oshkosh employees? \_\_\_\_\_

5. If meals will be served, provide the following:

a: A list of meeting participants for whom meals will be paid, indicating which are UW System employees and the institution s/he represents.

b: Justification for holding meeting over meal period: \_\_\_\_\_

Department \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Pre-Audit Approval \_\_\_\_\_ Date \_\_\_\_\_

Food Service Approval \_\_\_\_\_ Date \_\_\_\_\_