

Group Meals Approval Form



Program Budget/Department Code	8320400003	←--Must be entered (Refer to Budget Codes tab)
	Business Office	
Date of Submission:	4/12/2019	
Requester:	Fatima	

Information Regarding Group Meal Event

Date of Event	5/1/2019
Beginning Time	12:00 PM
End Time	2:00 PM
Estimated # of attendees	15
Proposed food vendor	Panera Bread

Policy does not allow purchase of meals for a "lunch meeting" or a "breakfast meeting"

Please select from the drop down menu by clicking on the white boxes below:

Select Purpose of Event	Employee Development
Select Campus	Lawrenceville
Select Meal Provided	Lawrenceville Lunch
MEAL RATE	\$7.00
Total Estimated Cost	\$105.00

per person rates: \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner

Meals only / snacks cannot be included

Total Estimated Cost = Meal Rate * Estimated number of Attendees

Actual payment made to vendor must not exceed meal rate* actual # of attendees. Remember to include drinks and delivery fee.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To help determine eligibility, please answer the following questions:

I have attached an agenda for the event, including starting and ending times.

I have attached a list of attendees (A realistic estimate can be provided, but an actual list should be provided after the meeting to attach to payment info.)

I have provided a statement explaining why it is necessary to purchase food for the event (see "Justification for serving food") below

I understand that the total cost, including drinks and delivery fee, cannot exceed per-diem rate per person. If total cost does exceed per-diem rate or if food is ordered without a completed and signed Group Meals Approval form, **I may be held personally liable for the cost of the food.**

Please select from the drop down menu below (click on the white box to select): Employee, Non-Employee, Student Activity

Student Activity

Per TCSG policy, student activity funds must be used for the benefit of students (or the benefit of the institution, if this also benefits students) as determined by the Student Activity Fund Committee (SGA). All disbursements of club funds must be approved at student club meetings according to that club's bylaws. Per Gwinnett Tech policy, student-centered events often offer refreshments as part of the event's draw or to produce a certain atmosphere. As such, food purchases for approved, student-centered activities do not have to follow the State Group Meal Policy. These purchases should follow per diem limitation, but can be a full meal or a snack, and can be served at any time of the day. Non-exempt purchases (meal purchases for non-student-centered activities) must follow the Group Meal Policy. See the Gwinnett Tech Administrative Services manual for examples.

Justification for serving food: Please provide a statement below (if extra space is needed, please attach a separate page)

Please make sure the form is signed and dated. Electronic signatures will be accepted with the attached e-mail trail.

	Date
Approved by Supervisor/Dept. Head	
Approved by Division Director / Chair	
Approved by Vice President	