Student Affairs Business Office

Food Purchase Justification Form

Name of Event: _____ Event Date: _____

Organization Name: _____

Event Location: _____ Time Food Served: _____

Type of Activity:

☐ Student Event ☐ Contract Hospitality ☐ Education Meeting

☐ Employee Group Meal ☐ Business Meeting ☐ Volunteer Event

Participants: ☐ Students ☐ Volunteers ☐ Employees ☐ Non-Employees

Funding Source: ☐ Student Activity Fees ☐ Agency/Custodial Funds ☐ Foundation Funds

Number of Participants: _____ Total Food Costs: $_____

Cost per Person: $_____ Is this within per diem? _____

UGA Meal Per Diem Limits:

Eligible Meals	Breakfast	Lunch	Dinner
Allowable Per Diem (cost per person)	$13.00	$14.00	$23.00

Per Diem does <u>not</u> apply to student organizations with Agency/Custodial Accounts

Individuals using Student Activity Fees may be responsible to pay for meals exceeding per diem

Purpose of Food: _____

Signature of Employee/Officer Responsible for Account: _____

<u>For Student Activity Fee Funds:</u> Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

<u>For Agency/Custodial Funds:</u> Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.