

SENIOR VICE PRESIDENT AND PROVOST ADMINISTRATIVE UNITS FOOD AND BEVERAGE EXPENSE CERTIFICATION FORM

This form must be completed for all food and/or beverage expenditures that are to be charged to a University department within the Sr. Vice President and Provost administrative area. Please see <http://www.ou.edu/aa/food.htm> for policy and allowable amounts. For grant and contract departments, verify that these types of expenditures have been authorized. Meal and beverage expenses must be for a University related function/business. A complete explanation of the purpose must document the expenditure. Reimbursement requests **exceeding** the allowable amount per person requires signature authorization by both the Dean and Provost.

INSTRUCTIONS:

1. Complete the form for each activity or purchase.
2. Attach original form to invoices or other documentation whether maintained in the Peard records or submitted to Financial Support Services for payment.
3. Obtain **Department Sponsor** signature.
4. Obtain **Dean and Provost signature** when reimbursement exceeds allowable amount per person.
(If grant or contract department, submit to appropriate grants and contracts office for approval).

PAYEE		DATE OF EVENT	
EMPLID/FEIN/SSN whichever applicable		PLACE OF EVENT	
AMOUNT		MAIL CHECK TO	
DEPT #			

Financial Support Services Allowable Amounts per meal and/or reception				
Type of Meal	Breakfast	Lunch	Dinner	Reception
Limit	\$15.00	\$25.00	\$50.00	\$8.00
Reimbursement Request				
Number attending <i>(Please list below)</i>				
Cost per person <i>(Including gratuity)</i>				
Over the limit amount per person				
Percentage over the limit				

Number attending

Grants & Contract departments must provide a listing of all persons in attendance regardless of the number of participants. For all other departments, names must be listed below only if 16 or less people attend. For affiliation, indicate the person's employer or university affiliation.

Name	Affiliation	Name	Affiliation

PURPOSE OF FUNCTION: (Please Explain)

I certify this expense is authorized and incurred under the provisions of the program specified above and that no other payment of claim for reimbursements has been or will be made against the State of Oklahoma for this expense.

A State of Oklahoma Travel voucher will will not be filed for this time period. (Circle one)

<table style="width: 100%;"> <tr> <td style="width: 40%;">Department Sponsor</td> <td style="width: 10%;">Date</td> </tr> </table>	Department Sponsor	Date	<table style="width: 100%;"> <tr> <td style="width: 40%;">Grants and Contracts</td> <td style="width: 10%;">Date</td> </tr> </table>	Grants and Contracts	Date
Department Sponsor	Date				
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CERTIFICATION FORM**

Dean

Date

Provost

Date

Dean and Provost authorization is required if individual cost exceeds the allowable amount per person.