



**Business Meal Approval Request
Virginia Community College System
Non-Travel Meals***

Department Information

Agency: _____

Department Name: _____

Source of Funds (Fund/Department/Campus/Account): _____

Requested by: _____

Date: _____

Event Information

Scheduled Meeting Date: _____ Meal Location: _____

Number of Participants: _____ (Attach List of Attendees and Affiliation)

Type of Meal (Check one): Lunch Dinner Other (Describe): _____

Purpose/Business Reason for Meal: _____

Meal is Within State Per Diem Rate: Meal Exceeds State Per Diem Rate:

Meal is (Check one): On Campus Off Campus

Approvals

Signature of Department Approver for Source of Funds

Date

Agency Head/Designee

Date

*Non-Travel Meals includes catering, groceries, and any food purchase which will be consumed by college employees

A COPY OF THIS FORM MUST BE ATTACHED TO A PROCUREMENT REQUEST