

Purpose: This form is used to provide documentation for all food/group meal purchases funded with institutional, Foundation or sponsored funds. Institutional funds include appropriations, departmental sales/service funds, student activity funds, and auxiliary funds. A copy of this form must be maintained with any P-Card receipt documentation and payment requests submitted to Accounts Payable. Use this form for meals or food purchased on or after January 1, 2026.

Catering	<ul style="list-style-type: none"> Food purchases over \$600 for events must use an approved caterer. Purchases under can be from any licensed food service provider. View the list of approved caterers and related policies below: https://specialevents.gatech.edu/resources/catering 	Payment Info	<ul style="list-style-type: none"> The Pcard can be used for food purchases that are in compliance with the Food/Group Meal policy. Payment requests processed directly by GIT are exempt from sales tax. Payment requests processed directly by GTF or GTRC are subject to sales tax.
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When to use this form:

- Events using custodial (previously agency funds) or GTF funds do not require this form.
- Events processed directly through the GT Foundation OR GTRC do not require use of this form.
- For America-to-Go orders, attach form to requisition.

Business Purpose: _____

Event Location: _____ **Event Date:** _____
☐ On Campus ☐ Off Campus **Event Time:** _____

Event Sponsor: _____

Participants:	Type of Activity:
<input type="checkbox"/> Employees	<input type="checkbox"/> Classroom/Academic Programs-Students
<input type="checkbox"/> Non-Employees	<input type="checkbox"/> Student Recruiting Event
<input type="checkbox"/> Students	<input type="checkbox"/> Conference/Workshop
<input type="checkbox"/> Conference Attendees	<input type="checkbox"/> Employee Group Meeting
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Volunteer Event
	<input type="checkbox"/> Students, Volunteers, Visitors and Participants
	<input type="checkbox"/> Educational/Business Meeting- Primarily Non-GT/USG Attendees
	<input type="checkbox"/> Contract/Performer/ Hospitality

Group Event: ☐ 15+ participants (reception, banquet, open house) **Estimate #:** _____
☐ Less than 15 participants. *Provide list of participants with associated dept/entity*

Meal Cost per person: CANNOT EXCEED: \$13/Breakfast, \$14/Lunch, \$23/Dinner. \$ _____
 Unless Foundation/GTRC funds are used or sponsor approves. (Excluding catering & delivery fees)

Worktag: _____
Entry should match worktag used on requisition.

Funding Source: [Review the Cost Allowable Matrix to ensure allowability](#)

Policy Guidance: [GT Policy Library - 5.2.1.9 for further information](#)

Foundation Funds	Accounts Payable may process Foundation-funded snacks and meals for Institute business without per-diem or meeting-length limits, and this form is <u>not</u> needed when Foundation funds are used. Entertainment or development-related meals must be submitted directly to the Foundation
State and Other Funds	Meals served during employee business or training meetings using Institutional funds must: (1) last at least 4 hours, (2) be pre-approved by the Department Head, (3) include a formal written agenda with times, and (4) may not include breakfast or an end-of-meeting lunch or dinner. <ul style="list-style-type: none"> Official student events, volunteer events, and meals for official guests or program participants are subject to State of Georgia meal per-diem limits, but no minimum meeting length is required. State of Georgia meal per diems: \$13 for breakfast, \$14 for lunch, and \$23 for dinner per person (including tax and tip). Alcohol purchases cannot be processed through the Institute (see policy for allowable exceptions). Sponsored funds may be used only when explicitly permitted by the sponsor in writing. Meals purchased using Custodial Funds are not subject to meal per-diem limits but must be reasonable.

Department Approver: _____
 Print Signature