

**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.

<b>Catering</b> <ul style="list-style-type: none"> <li>Food purchases over \$600 for events must use an approved caterer.</li> <li>Purchases under can be from any licensed food service provider.</li> <li>View the list of approved caterers and related policies below: <a href="https://specialevents.gatech.edu/resources/catering">https://specialevents.gatech.edu/resources/catering</a></li> </ul>	<b>Payment Info</b> <ul style="list-style-type: none"> <li>The Pcard can be used for food purchases that are in compliance with the Food/Group Meal policy.</li> <li>Payment requests processed directly by GIT are exempt from sales tax.</li> <li>Payment requests processed directly by GTF or GTRC are subject to sales tax.</li> </ul>
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- Events using custodial (previously agency funds) or GTF funds do not require this form.

**When to use 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:**
 On Campus

 Off Campus

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

**Event Sponsor:**

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

**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 &amp; 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](#)

<b>Foundation Funds</b> <p>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</p>	<p><b>State and Other Funds</b></p> <p>Meals served during employee business or training meetings using Institutional funds must:</p> <p>(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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>State of Georgia meal per diems: \$13 for breakfast, \$14 for lunch, and \$23 for dinner per person (including tax and tip).</li> <li>Alcohol purchases cannot be processed through the Institute (see policy for allowable exceptions).</li> <li>Sponsored funds may be used only when explicitly permitted by the sponsor in writing.</li> <li>Meals purchased using Custodial Funds are not subject to meal per-diem limits but must be reasonable.</li> </ul>
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**Department Approver:**

Print

Signature