



# Hosted Meals – Reimbursement Form

This form must be completed and turned in with the appropriate documentation in envelope.  
 Please print.

## Rates for expenses incurred on or after October 5, 2015

Maximum rates are based on actual expenses incurred and include tax and tips or required gratuities up to 20%. See below for specific rates.

Expense	Within the State of Wisconsin	Outside the State of Wisconsin
<b>Breakfast</b>	\$12	\$15
<b>Lunch</b>	\$18	\$23
<b>Dinner</b>	\$30	\$37
<b>Refreshment Break</b>	\$10	\$10

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_

Hosted by: \_\_\_\_\_

Restaurant: \_\_\_\_\_

Funding to be used: \_\_\_\_\_

Foundation fund for overages: \_\_\_\_\_

PI Approval: \_\_\_\_\_

(If host is not PI)

Attendee name and affiliation:

Use separate paper if necessary or Excel template (Events-Participant List) available here:

<http://www.bussvc.wisc.edu/acct/forms.html#empf>

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Checklist of required items to be printed out and handed in if they apply:

**UW Events-Meal Payments Form:** <http://www.bussvc.wisc.edu/acct/forms.html>

Choose correct form from list on right side: [Events-Meal](#), [Events-Reception](#), [Events-Refreshment](#)

**Itemized Receipt showing what was ordered** is required.

**Agenda or invitation** (Email communication to attendees and event announcements are both acceptable)