

**UNIVERSITY OF CENTRAL OKLAHOMA
MEAL EXPENSE / REIMBURSEMENT
REQUEST for APPROVAL
“MERF”**

Board of Regents of Oklahoma Colleges’ policy on direct purchase and/or reimbursement of employee meals when employee is engaged in official university business, but is not in travel status as defined by the State Travel Reimbursement Act:

“The University must maintain internal procedures and adequate file documentation which are consistent with the Board Policy and which establishes (1) the public purpose of the expenditure, (2) prior approval by the President or his/her designee, (3) the cost, and (4) documentation of the reimbursement.”

“This Form Is Required For All Refreshments And Meals”

NOTE: All University organizations ARE REQUIRED to complete this form.

Date: _____

1. Mandatory Workshop, Meeting, or Other Such Gathering Date: _____

Name of Event: _____ **Estimated Attendance:** _____

A.) Estimated Number of Employees in Attendance: _____

Employee Name(s) in Attendance: (Attach additional sheet if required)

OR

B.) _____ I certify that no university employee will be consuming any food paid for by this transaction, at this event. (To be initialed by the organization manager if applicable).

2. Department Name: _____

3. Organization Number: _____

4. Public Purpose: _____

5. Estimated Cost: \$ _____

6. Organization Manager Name: _____

7. Organization Manager Signature: _____

8. President/Vice Pres. Signature: _____