

**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, including organizations using Hospitality and Student Cash Accounts ARE REQUIRED to turn in this form. However, hospitality and student cash accounts do not require the President/VP’s signature.**

**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 requisition, 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:** \_\_\_\_\_