Hosted Meals

The following documentation and information is required for expenses related to each Hosted Meal:

- Itemized vendor receipt, showing proof of payment (Solitary credit card slips are not sufficient)
- Events-Meal Payment Form (Submit separate forms for each meal, if multiple meals are part of the same event)
- Agenda, event flyer, itinerary, or other supporting documentation to substantiate the business purpose that includes: Name/description of the event, business purpose, beginning/ending date(s)/times and justification for holding the event over a meal period.

If no agenda, etc. is available, this information must instead be entered in the fields on the Events - Meal Payment Form above.

- Events-Participant List - List of attendees, indicating the name and affiliation of each participant. (Separate lists for separate meals, otherwise indicate if the list applies to multiple meals)

Alcohol expenses ONLY:

- Approval in writing for alcohol expenses from Assistant Dean Natalie Feggestad of the Dean’s Office prior to the event at which alcohol will be served.

Alcohol is not an allowable UW-Madison expense, and must be paid directly by UW Foundation. (Please note that the UW-Foundation has a limit of $25/person. Alcohol should be billed separately from the food purchase, if possible.)

Faculty/Staff recruitment searches ONLY:

- Approval letter from Dean’s Office to bring in candidate
- Candidate visit itinerary