

Request for Approval of Refreshments or Meals for Business Meetings Involving UH Employees Only

According to MAPP 05.02.02, refreshments or meals for meetings limited to **only** university employees require **approval** of the Dean or Director.

Section I: Event Details

Date of event: _____ Location: _____ Amount: _____

If this is a recurring event, complete this section:

Fiscal Year: _____ Estimated Number of Meetings this fiscal year: _____

Annual Amount: \$ _____ Meeting Frequency: ___ Weekly ___ Monthly ___ Other

Section II: Purpose and Benefit

Purpose of Meeting

Benefit of Meeting (Provide specific, clear, and meaningful statement of how this benefits the mission of UH)

Section III: List or Description of Participants

If the group is 10 or less, list the names of the participants and their job titles.

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

If group is larger than 10, provide the number of persons attending and the employee type (i.e. staff, faculty)

Total number of attendees: _____ Description of attendees: _____

Section IV: Cost Center* (if known): _____
(Fund-Dept ID-Program-Project)

Section V: Approvals

Requested by: _____
Print Name Signature Date

Approved by: _____
Chair or DBA - Printed Name Signature Date

Approved by: _____
Dean or Director - Printed Name Signature Date

*Refer to [MAPP 05.02.02](#) and the [Food and Entertainment-Related accounts](#) for allowable cost centers. Alcohol is not allowed on sponsored project funds, IDC funds, or state funds. Business meals for employees only are not allowed on designated tuition funds (2064, 2160, 2164).