LORD FAIRFAX COMMUNITY COLLEGE

Request to Purchase Official Business Meals

A COPY OF THIS FORM MUST BE ATTACHED TO THE PAYMENT DOCUMENT.

DATE OF FUNCTION: _____

LOCATION: ☐ **Fauquier** ☐ **Middletown** ☐ **LPCC**

TITLE OF FUNCTION: _____

REQUESTED BY: _____ **DATE:** _____

TOPIC(S) OF DISCUSSION (Agenda may be attached) or Other Justification for Meal:

ATTENDEES (or list may be attached): _____

_____

Account Number to be Charged _____

☒ **Within Rate** ☐ **Exceeds Rate**

Reason Meal Exceeds Rate, If Applicable: _____

_____ _____

Supervisor's Approval **Date**

GUIDELINES

- As a general rule, the state does not pay for meals unless an overnight travel is involved. The exception is for business meals.
- Business meals must be approved in advance by the supervisor.
- Meals must be considered essential to the mission of LFCC, a business necessity and involve substantive and bona fide business discussions or other activity.
- **Rates should not exceed the amount shown for the applicable meal in the rate table of the state travel regulations.**
- Supervisors can approve meals exceeding the rate, but the amount cannot be over 50% of the allowable rate as stated in the rate table of the state travel regulations.
- An itemized receipt or invoice must be submitted. Receipt or invoice must be signed.