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: **CAMPUS:** ☐ **Fauquier** ☐ **Middletown**

TITLE OF FUNCTION:

REQUESTED BY: **DATE:**

TOPIC(S) OF DISCUSSION (or Agenda may be attached):

ATTENDEES (or list may be attached): ☐ **Within Rate** ☐ **Exceeds Rate**

Account Number to be Charged:

Reason Meal Exceeds Rate: _____

_____ _____

Supervisor's Approval **Date**

_____ _____

Vice President's Approval **Date**

_____ _____

President's Approval (when required) **Date**

- Business Meals must be approved in advance by the Supervisor and Cabinet Member.
- Meals requested by the office of a Cabinet member must be approved by the President.
- Meals must be considered essential to the mission of LFCC, a business necessity and involve substantive and bona fide business discussions.
- **Rates should not exceed the amount shown for the applicable meal in the rate table of the state travel regulations.**
- Cabinet members and the President 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 must be attached to the reimbursement request.