

**BALL STATE UNIVERSITY
SPONSORED PROJECTS ADMINISTRATION**

**ADDITIONAL INFORMATION FOR MEALS REIMBURSEMENT
(Attach this completed form to the Check Request)**

1. Purpose of the meeting: Include the date and explain why the meeting was necessary for the project.

2. Persons in Attendance: List all persons in attendance (or attach a separate listing) if this information is not provided directly on the reimbursement form. Please state if each person is a BSU employee or not, and also their involvement with the Project. (Note: each person must be directly involved and have a need to be present.)

3. Itemized bill: Attach an itemized bill that lists prices for each meal, not a statement such as a credit card receipt that lists only the total charge. (Note: BSU will reimburse up to 20% for a gratuity.)

4. Beverages: All beverages (including alcoholic beverages) must be identified for the purpose of this reimbursement. Alcoholic beverages are not allowable by the University or by federal regulations and cannot be reimbursed.

Project Director Signature

Date