

GROUP MEAL AND MEETING SUPPORT FORM

Purpose: This form is used as support to document business purposes and attendees at a group meal or group meeting. Completed form is to be attached to the Purchase Order, uploaded as supporting documentation for the Internal Service Request or Direct Bill process in SIMBA, or uploaded as supporting documentation for Purchasing Card transactions in SAP Concur.

TO BE COMPLETED BY GROUP MEAL OR GROUP MEETING EVENT HOST

Paid by Purchasing Card Purchase Order Internal Service Request Direct Bill
(check one): PO # _____ ISR # _____ Direct Bill # _____

Cost Collector: Cost Object Type: Cost Object # GL Account #
Business Area #: Grant # Amount

Event Date: _____ Event Host: _____

Restaurant or Vendor:

Restaurant or Vendor Address:

Business Purpose:

Name of group/committee/commission: # of Attendees:

Name of Guest(s) (include titles) (or attach separate list):

Name of Penn State Employees (or attach separate list):
(Note to FO: If only Penn State employees are in attendance, this expense must be charged to an unallowable General Ledger Account (ending in a 1).)

Name of Penn State Students (or attach separate list):
(Note: If undergraduate students, the Vice President for Student Affairs must approve.)

AUTHORIZATIONS:

I certify the above to be accurate, that University business will be conducted, and that reimbursement/settlement will not be requested or received from another source.

Event Host signature (required): _____ Date: _____

Budget Administrator (or delegate) signature (required in accordance with [Policy FN18](#)): _____ Date: _____

Vice President for Student Affairs (required if students will be present and alcoholic provided): _____ Date: _____

Financial Officer (or delegate) signature (required in accordance with [Policy FN18](#)): _____ Date: _____