ESE Supplemental: Food Topics

Food Allowability

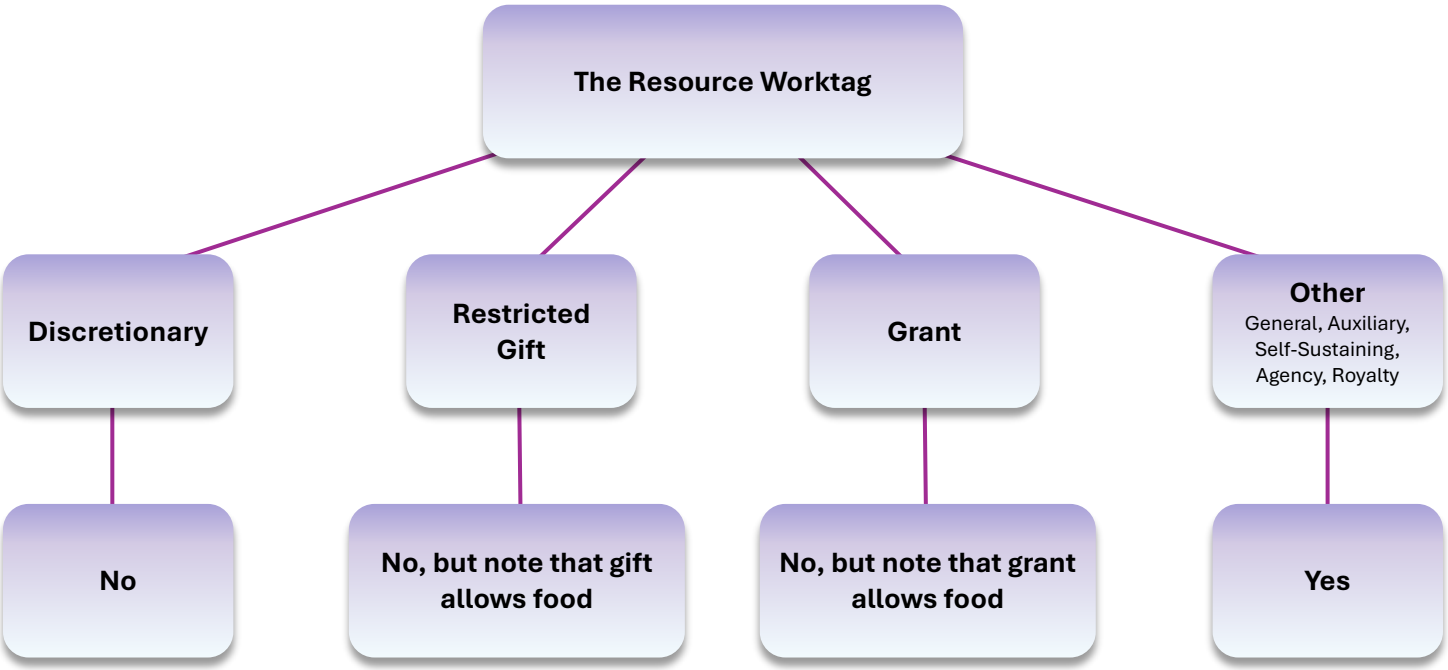
- Before purchasing any food, check the UW Procurement Food Approval page to confirm food is allowed on the intended resource worktag.
- If using a Gift or Grant resource, units are responsible for knowing and documenting if food is allowable on a gift or grant. Leave a note confirming that the resource being used allows food.
- Food purchases are unallowable on service and recharge center funds, unless certain exceptions apply. For additional guidelines, please see the MAA Service & Recharge Centers FAQs.
- All other resource worktags/funding sources require a food approval form.

Food Approval Forms

- Forms can be downloaded here from the UW Procurement Food Approval page.
- Ensure all form fields are completed fully, including dates and applicable check boxes.
- Recurring event food approval forms must be renewed annually each Fiscal Year.
- Forms must be signed by the department administrator or higher.
- Food approval forms are not required when the food is solely for research. Leave a note indicating it was for research and not human consumption.

Quick Reference:

Do You Need a Food Approval Form?



Attendee/Invitee Lists

- List of attendees per meal is required, regardless of resource worktag.
- Leave a note if using the same attendee list for multiple meals.
- Invitee lists can be used for snacks/light refreshments or large open attendance events.
    - If using a mailing list as the invitee list, note the name of the list (or purpose if the name is not descriptive) and number of attendees (e.g. MEGA listserv, 30 attendees).
    - Mailing list details must be kept on file in the department. Confirm this when submitting a mailing list as an invitee list.
- If any attendee is not specifically on UW Business (e.g. family member attending as a plus one), the entire meal must go on a discretionary resource worktag.

Alcohol

- Alcohol purchases must be on discretionary resource worktags, no exceptions.
- The portion of tip, tax, and service fees that correspond to the alcohol are also considered part of the alcohol purchase total. If submitting a reimbursement request via UW Connect Finance, the ESE Team can calculate this breakdown for you.
    - Example: A receipt includes $100.00 subtotal with $10.00 of alcohol and a $15.00 tip. The alcohol, plus its portion of the tip and tax, comes out to $12.54 (calculations below). This total must be on discretionary resource worktags to be reimbursed.

	A	B	C	D	E
1	Alcohol		Alcohol %		
2	$ 10.00		10.00%		=A2 / A4
3	Subtotal				
4	$ 100.00				
5	Tip		Alcohol Portion		
6	$ 15.00		$ 1.50		=A6*C2
7	Tax		Alcohol Portion		
8	$ 10.35		$ 1.04		=A8*C2
9					
10			Total Alcohol Portion		
11			$ 12.54		=A2+C6+C8

Per Diem Rates and Overages

- All per diem overages must be on discretionary resource worktags, no exceptions.
- For more information on how to determine per diem rates, see UW Travel Services.
    - Note that WA breakdowns do not match what is used by the GSA.

Receipts

- Itemized receipts are required for all restaurant meals. If tip is not included on the itemized receipt, also provide the signature receipt with the tip amount and new total (example below).
    - If tip was left in cash only, please note this and the amount.
- If an itemized receipt was not received, make all efforts to obtain one from the vendor, as they may be able to re-print or email a copy.
- Examples of receipts:

Itemized receipt without tip



Signature receipt with tip amount and new total

