

# Northeastern State University

## Meal Expense Reimbursement Form

In general, E&G and Grant accounts may not purchase food items except to support lab or classroom functions or when documented grant stipulations indicate food purchases are appropriate.

Food purchases by other University accounts require documentation of the public purpose served by the purchase and must be signed by the appropriate Account Sponsor.

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date of Event

- Mandatory workshop, meeting or other such gathering
- Student organization activity
- Advertised public / community event
- Other \_\_\_\_\_  
(please describe)

Estimated number of employees in attendance: \_\_\_\_\_

Estimated number of students in attendance: \_\_\_\_\_

Estimate total attendance: \_\_\_\_\_

- Copy of a program, flyer, advertisement, or online information describing the event is attached.

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
PO Number

\_\_\_\_\_  
Account Sponsor Printed Name

\_\_\_\_\_  
Account Sponsor Signature

\_\_\_\_\_  
Date