

Food, Beverage, and Amenity Expense Documentation

Invoices and direct pays for amenity purchases, or food and beverage expenditures (exclusive of travel) require the following information. Attach completed form and appropriate receipts to invoice or direct pays.

1. Purpose of expenditure (select one of the following)

- amenity - a gift item to help smooth or solidify a business relationship
- business meal - must include person/persons external to the University and must include discussion related to the University
- campus-wide committee - must be established by the Chancellor, Provost, Vice Chancellor or Dean.
Committee purpose _____
- departmental meetings - departmental conferences, training programs, receptions, business meetings, seminars, or acknowledgements; must have a clear University-related business purpose
- entertainment - amusement or social activities and related items (not allowable for employees)
- external conference - 20 or more attendees (*attach agenda and copy of invitation to participants; list of participants will satisfy requirement in 4C*)
- internal conference - 20 or more attendees (*attach agenda and copy of invitation to participants; list of participants will satisfy requirement in 4C*)
- management retreat - must be attended by the Chancellor, Provost or Vice Chancellor and his or her top assistants
- recruitment meal - must include candidate or candidate's spouse/partner
- retirement reception (*attach copy of announcement*)
- student-oriented event or activity (*provide description of activity in 4F*)
- training sessions - courses of short duration for which a fee is generally charged
- other (*provide detailed description in 4F, below*)

2. Were alcoholic beverages purchased?

- yes (*only discretionary accounts, 228XXX, may be used to pay this expenditure*) Cost, including tax _____
- no

3. Receipts

Original receipts are required and must show the printed date, place of purchase, and total amount of expenditure. When a credit card is used, some businesses provide a carbon copy of the transaction, which will suffice as an original. Under the IRS Accountable Plan requirements, which the University complies with, photocopies of receipts are not acceptable.

4. The following information must be supplied to meet University and IRS accountable plan documentation regulations.

Add additional sheets as necessary.

- A. Date _____
- B. Place _____
- C. Names of person(s) fed or gift recipient(s) (attach list if necessary) _____

- D. Business relationship to the person(s) fed or gift recipient(s) _____

- E. Business purpose _____

- F. Description of activity (if required) _____

I certify that the above information is a complete and accurate statement of business meals and amenities expenditures incurred as a necessary part of my employment at UNC Charlotte.

Signature of individual requesting direct payment or reimbursement

Date