CHANCELLOR’S REPRESENTATIVE FOR STATE-FUNDED MEALS FORM
Reference: OSBM's Budget Manual (Section 5.9)

Date: __________________________

UNC Pembroke Employee, ________________________________ is given prior approval for reimbursement of the actual cost of their meals (receipts required) and the meal(s) of their non-State employee guest(s) on State Business. Listed below is (are) the name(s) of guest(s) and the reason(s) for being on campus.

Examples:
xx/xx/xxxx lunch - Jane Doe - Visiting Scholar
xx/xx/xxxx dinner - John Doe - Visiting Scholar

Date of the Event: ____________________________
Name: ____________________________
Reason: ____________________________

State Account # ____________________________

Approval: ____________________________

(Chancellor Kyle Carter or his designee, Dan Kenney ONLY)

Department Chair/Dean approval to exceed state per diem:

Reimbursement to departmental faculty for meals with prospective candidates will be limited to the ____________ In State per diem rates. The faculty member is responsible for the excess over the per diem rate unless the Department Chair or the Dean approves the additional spending and provides a non-state fund number to be billed in the event the state rate is exceeded.

Non-State Account # for Excess Over State Meal Allowance ____________________________

___________________________
Department Chair/Dean