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:
__________________________________

(Dr. Robin Gary Cummings, Chancellor, or his designee, Mark Gogal, Chief of Staff 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