

CHANCELLOR'S REPRESENTATIVE FOR STATE-FUNDED MEALS FORM

Reference: OSBM's Budget manual (Section 5.9)

Date Form Submitted: _____

As the Chancellor's representative, UNCP employee, _____, is given **prior approval** for reimbursement for one meal up to the State per diem limit for self and their non-state employee guest to discuss State business (receipt required).

State employees will only be reimbursed to dine with a guest once for the purpose of discussing official state business regarding a particular matter. The non-state employee guest may be accompanied by a different UNCP employee for other meals and use state funds for reimbursement, but these state employees are limited to one meal also.

Example:

<u>Date</u>	<u>Guest</u>	<u>Reason for Visit</u>	<u>UNCP Employee</u>	<u>Meal</u>
4/21/09	Jane Doe	interview candidate	Mr. AAA	lunch
4/21/09	John Doe	visiting scholar	Dr. ZZZ	dinner

Date of Event	Guest	Reason for Visit	UNCP Employee	Meal

State Account: _____.
 (Account must be supplied before the form will be signed.)

Approval:

(Chancellor Kyle R. Carter or his designee, Joshua D. Malcolm ONLY)

Department Chair/Dean approval to exceed state per Diem:

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

 Department Chair/Dean Signature

Non-State Account # for Excess Over State Meal Allowance: _____.