



# Piedmont Virginia Community College

## Request to Purchase Official Business Meals

**Date of Function:** \_\_\_\_\_

**Name of Vendor or Payee:** \_\_\_\_\_

**Business Purpose:** \_\_\_\_\_

**Within State Rates:** \$ \_\_\_\_\_

**Exceeds State Rate By:** \$ \_\_\_\_\_

(Business meal reimbursements above 50% over the applicable per diem guideline is not permitted)

**IN-STATE RATES PER PERSON**

*NEW RATES EFFECTIVE October 1, 2011*

Breakfast \$9.00 Lunch \$13.00 Dinner \$29.00

**Justification for Exceeding State Rate:** \_\_\_\_\_

*(Please attach the agenda and a list of attendees)*

\_\_\_\_\_  
**Supervisor's Approval**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President or Designee**

\_\_\_\_\_  
**Date**

Business meals must be approved in advance by the President or his designee and cannot exceed the 50% per diem. Meals must be considered essential to the Agency's mission, a business necessity and involve substantive and bona fide business discussions. ***Rates should not exceed the amount shown for the applicable meal in the M&IE rate table above.*** If the meal exceeds the rate, you will need to provide sufficient justification.

**A COPY OF THIS APPROVED FORM MUST BE ATTACHED TO THE REQUEST FOR PAYMENT OR REIMBURSEMENT AND FORWARDED TO THE BUSINESS OFFICE WITH THE ORIGINAL ITEMIZED RECEIPT.**