

Food and Beverage Expenditure Checklists

ALL EVENT TYPES for Non-Sodexo Orders, except Student Club

Payment Method: Vendor Will Invoice

- eVA Order
- Food and Beverage Form
- Vendor information completed
- Dept. information completed
- Correct fund/org noted
- eVA Order recorded
- Estimated number of attendees
- Estimated amount within Per Diem limit
- Function type noted
- Description/Purpose noted
- Signature of fund/org Approver
- Signature of Senior Approving Official
- List of Attendees (finalized after event)
- Cost per person within Per Diem limit
(actual amount updated after event)

Payment Method: Reimbursement (under \$2,000)

- Food and Beverage Form
- Payee information completed
- Dept. information completed
- Correct fund/org noted
- Estimated number of attendees
- Estimated amount within Per Diem limit
- Function type noted
- Description/Purpose notes
- Signature of fund/org Approver
- Signature of Senior Approving Official
- List of attendees (finalized after event)
- Original, itemized receipts and proof of payment
- Cost per person within Per Diem limit
(actual amount updated after event)

Payment Method: Mason Purchase Card (P-Card)

Cardholders may request a temporary lift to allow food and beverage to be purchased with the P-Card. A [Food and Beverage form](#) for "Authorization only and request for P-Card Waiver" may be submitted to the [P-Card office](#), at least 2 days prior to event, for approval.

If a waiver is granted the following information must be uploaded to Bank of America Works

- Completed Food and Beverage Authorization form
- List of attendees (except Student Club)
- Original, itemized receipts
- Comments identifying event details

- ✓ No Alcohol
- ✓ No Flowers (except for commencement ceremonies/limited, specific Admissions events)
- ✓ Maximum amounts per person (1.5% of basic rate) effective October 1, 2018:
- ✓ **Washington Metro Area (Arlington, Fairfax)** – Breakfast \$27, Lunch \$28.50, Dinner \$51.00
- ✓ **Prince William County (SciTech)** – Breakfast \$19.50, Lunch \$21.00, Dinner \$34.50
- ✓ **Loudoun County** – Breakfast \$21.00, Lunch \$24.00, Dinner \$39.00

Food and Beverage Expenditure Checklists

Event Type: Student Club Functions Non-Sodexo (under \$2,000)

Payment Method: Vendor Will Invoice

- eVA Order
- Signature of fund/org Approver
- Signature of Approving Official for Umbrella Org
- Cost per person within Per Diem limits

Not Required

- * Food and Beverage Authorization form
- * Signature of Senior Approving Official
- * List of Attendees

Payment Method: Reimbursement

- Food and Beverage Form
- Signature of fund/org Approver
- Signature of Approving Official for Umbrella Org
- Completed Payee Information
- Description/Purpose of Event
- Function Type noted
- Original receipt and proof of payment
- Cost per person within Per Diem limits

Not Required

- * eVA Order
- * Signature of Senior Approving Official
- * List of Attendees

- ✓ No Alcohol
- ✓ No Flowers (except for commencement ceremonies/limited, specific Admissions events)
- ✓ Maximum amounts per person (1.5% of basic rate) effective October 1, 2018:
- ✓ **Washington Metro Area (Arlington, Fairfax)** – Breakfast \$27, Lunch \$28.50, Dinner \$51.00
- ✓ **Prince William County (SciTech)** – Breakfast \$19.50, Lunch \$21.00, Dinner \$34.50
- ✓ **Loudoun County** – Breakfast \$21.00, Lunch \$24.00, Dinner \$39.00

Food and Beverage Expenditure Checklists

ALL EVENT TYPES for Sodexo Orders ([Catertrax](#) online ordering)

All Event Types (except Student Club)

- _____ Sodexo Online Order
- _____ Authorization information
 - _____ Dept. information completed
 - _____ Correct fund/org noted
 - _____ Estimated number of attendees
 - _____ Estimated amount within Per Diem limit
 - _____ Function type noted
 - _____ Description/Purpose noted
 - _____ Signature of fund/org Approver
 - _____ Signature of Senior Approving Official
- _____ List of Attendees (finalized after event)
- _____ Cost per person within Per Diem limit (actual amount updated after event)

Student Club Functions

- _____ Sodexo Online Order
- _____ Authorization information
 - _____ Dept. information completed
 - _____ Correct fund/org noted
 - _____ Estimated number of attendees
 - _____ Estimated amount within Per Diem limit
 - _____ Function type noted
 - _____ Description/Purpose notes
 - _____ Signature of Approving Official for Umbrella Organization
- _____ Cost per person within Per Diem limit (actual amount updated after event)

- ✓ No Alcohol
- ✓ No Flowers (except for commencement ceremonies/limited, specific Admissions events)
- ✓ Maximum amounts per person (1.5% of basic rate) effective October 1, 2018:
 - ✓ **Washington Metro Area (Arlington, Fairfax)** – Breakfast \$27, Lunch \$28.50, Dinner \$51.00
 - ✓ **Prince William County (SciTech)** – Breakfast \$19.50, Lunch \$21.00, Dinner \$34.50
 - ✓ **Loudoun County** – Breakfast \$21.00, Lunch \$24.00, Dinner \$39.00