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 noted
  - Signature of fund/org Approver
  - Signature of Senior Approving Official
  - List of attendees (finalized after event)
  - Original, itemized receipts
  - 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
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

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
- *Food and Beverage Authorization form
- *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 noted
  - 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