

F&B Policy Exception	F&B Document Submission Guide														
	Pcard						AP/Invoice process					Reimbursement			
	F&B Form	Attendee List	Confirming Order	Pcard Waiver (Lift) Form	Receipts in Works	Comment to include in Works	F&B Form	Attendee List	Invoice Required	Purchase Order	Comment to include in EVA	Payment Request Form	Attendee List	Receipt Required	Payment Request Form
Events or functions at which food and beverages expenses are paid solely from participant fees	No	No	Yes, unless over the counter	*Only for dedicated food establishments	Yes	"Paid solely with participant fees"	**Optional	No	Yes	Yes	"Paid solely with participant fees"	Yes	No	Yes	"Paid solely with participant fees"
Resident Advisor residence hall events that cost less than \$100 per event	No	No	No	No	Yes	"Resident Hall Event- Name"	**Optional	No	Yes	Yes	"Resident Hall Event- Name"	Yes	No	Yes	"Resident Hall Event- Name"
Intercollegiate Athletics (ICA) pre/post game meals within per diem maximums related to home competitions	No	No	Yes, unless over the counter	No	Yes	"Team Meal (List Type B,L,D)within per diem"	**Optional	No	Yes	Yes	"Team Meal (List Type B,L,D)within per diem"	Yes	No	Yes	"Team Meal (List Type B,L,D)within per diem"
Student focused events that cost less than \$2,000 per event that are within per diem maximums and primarily benefit Mason prospective students, students and student athletes	No	No	Yes, unless over the counter	*Only for dedicated food establishments	Yes	"Student Focused Event under 2k- within per diem"	**Optional	No	Yes	Yes	"Student Focused Event under 2k- within per diem"	Yes	No	Yes	"Student Focused Event under 2k- within per diem"
Meals within per diem maximums provided to students who are required to be on campus when Mason meal plans are not available	No	No	Yes, unless over the counter	No	Yes	"Mason Meal Plans not available-within per diem"	**Optional	No	Yes	Yes	"Mason Meal Plans not available-within per diem"	Yes	No	Yes	"Mason Meal Plans not available-within per diem"
Meals within per diem maximums provided to performers and other visitors in conjunction with contractual requirements.	No	No	Yes, unless over the counter	*Only for dedicated food establishments	Yes	"Contractual Meal- Name of performer"-within per diem"	**Optional	No	Yes	Yes	"Contractual Meal- Name of performer"- within per diem"	Yes	No	Yes	"Contractual Meal- Name of performer"- within per diem"

*Pcard lifts are no longer required for F&B policy exceptions related to grocery or general merchandise stores that carry food. Dedicated food establishments may still require a lift based on credit card merchant table restrictions

**Departments may submit an F&B Form with a notation of the relevant policy exception. Alternatively, departments may put a comment in eVA denoting the policy exception. Comment must be before any other characters in eVA PO description field