

Recently, Finance received a number of incomplete business meal forms. REMINDER: The Commonwealth policy on business meals states

- documented **pre-approval** by the agency head (UMW President) or designee is required
- the reason for the meal must be documented and must involve substantive and bona fide business discussions
- a list by name of all persons involved in the meal is required \*
- the original detailed itemized receipt must be provided

\*The University does make exceptions to the 'by name' requirement for those events open to the campus.

The [UMW Business Meal Form](#) was created to ensure requirements in the first three bullet points above are met. **COMPLETE THE FORM IN ITS ENTIRETY AND OBTAIN ALL APPROVAL SIGNATURES PRIOR TO YOUR BUSINESS MEAL/EVENT.**

If you do not obtain all approval signatures PRIOR to your business meal/event or you can't provide an itemized receipt, you will NOT be allowed to charge the expense to state funds. You will have to find another funding source, such as Foundation funds or local funds, or reimburse the University.

More information about Business Meals can be found on the AP website at <https://adminfinance.umw.edu/ap/business-meals/>

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