

Refreshments/Break

The following documentation should be submitted for **each** Refreshment/Break expense:

- Itemized vendor receipt, showing proof of payment
- [Events - Refreshment Payment Form](#) - List the number of UW/State employees, non-employees, and students in attendance. (Board members and students are not considered employees.)
- Agenda, event flyer, itinerary, or other supporting documentation to substantiate the business purpose that includes the name and description of the event and beginning/ending date(s)/times.

If no agenda, etc. is available, this information must instead be entered in the fields on the Events-Refreshment Payment Form above.