

## Hosted Meals

The following documentation and information is required for expenses related to each Hosted Meal:

- Itemized vendor receipt, showing proof of payment** (Solitary credit card slips are not sufficient)
- [Events - Meal Payment Form](#) (Submit separate forms for each meal, if multiple meals are part of the same event)
- Agenda, event flyer, itinerary, or other supporting documentation** to substantiate the business purpose that includes: Name/description of the event, business purpose, beginning/ending date(s)/times and justification for holding the event over a meal period.

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

- [Participant List](#) - List of attendees, indicating the name and affiliation of each participant. (Separate lists for separate meals, otherwise indicate if the list applies to multiple meals)

### Alcohol expenses ONLY:

- Approval in writing for alcohol expenses** from Assistant Dean Natalie Feggestad of the Dean's Office prior to the event at which alcohol will be served.

Alcohol is not an allowable UW-Madison expense, and must be paid directly by UW Foundation. Please note that the UW-Foundation has a limit of \$40/bottle for wine. Alcohol should be billed separately from the food purchase, if possible.

### Faculty/Staff recruitment searches ONLY:

- Approval letter from Dean's Office to bring in candidate**
- Candidate visit itinerary**