



FLETCHER TECHNICAL COMMUNITY COLLEGE
Business Office Procedure = BOP # 16

Title: Special Meals Authorization and Reimbursement Procedure

Authority: FTCC Finance and
Administration

Original Adoption: 5-18-07
Effective Date: 5-18-07
Last Revision:

PURPOSE:

To state the policy/procedure governing the authorization and reimbursement of special meal expense for Fletcher Technical Community College (FTCC).

GENERAL OFFICE POLICY/PROCEDURE:

1. All special meals must be pre-authorized by the completion and approval of an "Authorization for Specials Meals" (ASM) form that is approved by the budget department head and Chancellor or his designee.
2. The requestor must submit the completed ASM form to the appropriate department head and Chancellor for the required approvals.
3. The requestor must provide adequate justification for the use of state funds for the payment of special meals.
4. The guest list must be attached to the ASM form and must include titles and organization represented of the guests.
5. College employees should be included only to the extent that their official capacity requires their attendance. Expenses for spouses of employees will not be reimbursed under any circumstances.
6. Expenses for alcoholic beverages will not be reimbursed.
7. After review by the Chancellor or his designee, the ASM form will be returned to the requestor.

8. The following steps must be followed to request reimbursement for expenses associated with approved special meal functions:
 - a. The requestor must complete the “*Travel expense reimbursement request*” (TERR) form.
 - b. The original, approved ASM form and guest list must be attached to the TERR form. If a sign-in sheet was used, that should be attached as well.
 - c. On the front of the TERR form, the traveler’s name, and event date must be indicated.
 - d. An original, detailed receipt for the meals or refreshments must be attached. The receipt should list each item purchased. Any expenses for alcoholic beverages must be deducted from the total amount.
 - e. The requestor should request meal reimbursement in accordance with the state approved meal allowances. The allowances for Tier 1 should be used.
 - f. All receipts should be taped to a blank sheet of 8 ½ x 11 paper which should be stapled to the TERR form.
9. The requestor must sign the form as certification that the information is true and complete.
10. The requestor routes the completed and signed TERR form to their supervisor for review and approval.
11. The approved TERR form and original authorization and original receipts should then be forwarded to the Administrative Coordinator in the Business Office who audits and processes the request for payment.
12. After approval, the reimbursement check is processed as soon as possible, but no later than twenty (20) days after receipt of a correct and complete TERR form.