

University of Oregon
Documentation to Serve Refreshments and/or Meals
at Meetings Being Charged to Sponsored Projects

Entertainment costs are normally an unallowable expense on sponsored projects. Business meals may not be charged to the project when individuals decide to have breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. The following information serves as adequate and reasonable documentation for such costs on a sponsored project.

NOTE: Alcoholic beverages *cannot* be purchased from grants or contracts, publicly or privately funded.
(See also <http://ba.uoregon.edu/content/hosting-refreshments-alcohol>)

Requesting department: _____
Fund to be charged and PI/PD: _____
Date(s) of meeting: _____
Meeting location: _____
Planned times of meeting: from: _____ to: _____

Meeting agenda:
(attach copy if necessary):

Non-employees attending
names and affiliation

University staff attending
names and affiliation

Estimated total costs:

Vendor:

(Catering services on campus must be purchased through the EMU or University Housing)

List food items to be purchased:

Are costs budgeted in the original proposal for this purpose? Yes No

Are expenses to be reimbursed from participant fees? Yes No

I certify that the refreshments/food being served directly benefits, and is a necessary function of, the sponsored project it is being charged to.

Authorized Departmental Signature

Date