



UNIVERSITY OF
SOUTHERN MAINE
Business Services

Meals Purchased for Business Purposes

For non-travel related meals please provide the following information. Meals for travel must be itemized on a Travel Expense Voucher (T.E.V.). The T.E.V. may be found on the web at:
<http://www.usm.maine.edu/bus/usmtevinst.htm>

Print Name: _____

Business Purpose of Meal: _____

Attendees (each name, or name of group) _____

Meal Date & Location: _____

Merchant: _____

Purchases cannot be made from a caterer using the purchasing card because of tax liabilities. Please use a purchase order when contracting a caterer.

I certify that these expenses were incurred by me on behalf of the University of Southern Maine. I also certify that no reimbursement for alcoholic beverages is requested, nor is the tip in excess of 15%. (unless otherwise required). Travelers may round tips up to the next dollar.

Signature: _____ Date: _____

Attach original detailed receipt(s) and forward to your Purchasing Card Coordinator.

37 College Avenue
Gorham ME 04038-1032
(207) 780-5208, FAX (207) 780-5005, TTY (207) 780-5646
www.usm.maine.edu/bus
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