

Official Function Form

(For meals that fall under Board of Trustees Policy **260.1 Official Function Policy** - not on travel status)

Requestor					<u> </u>
Dates of Meet	ting	thro	ugh		Driving Worktag
Meeting Start	Time	Meeting End Time			
• Pe	o tips over 15% unle er person cost should o alcohol purchases	d be reasonable c	ompared to p		for location
Meeting Atter	ndees (May provide	a list as an attach	uADA En	nlovee?	
	Name		Yes	No No	If no, other affiliation
Describe even	t and benefit to the	Division as well a	 	n for providin	g meal/refreshment:
Describe event and benefit to the Division as well as justification for providing meal/refreshment:					
	s	ignature		Date	
Requestor					
Supervisor					
	Completed for	ms are to be atta	ched to corre	esponding Wo	rkday transaction REV 8/3/2022