



**All four sections of this form MUST be completed in their entirety. The school board will be maintaining these forms to justify school board expenses to external auditors if requested.**

This form must be filled out for all business meeting food purchases whether paid by PCard, cash or personal credit card.

Do not use this form for:

- Food purchases made NOT in conjunction with a business meeting (purchasing food for staff for non-business meeting situations is not normally an appropriate use of public funds)
- Food purchases for students
- Meal while traveling. For travel expenses, use form 513-01 Travel & Expense Claim Form

**1. PAYMENT DETAILS**

**a. Method of Payment** – select one:

- BMO SD credit card (PCard). [ATTACH THIS FORM TO YOUR PCard RECONCILIATION]
  - Name of card holder and site location: \_\_\_\_\_
- Cash or personal credit card [SUBMIT THIS FORM TO FINANCE A CHEQUE REC FORM]:
  - Name of person for reimbursement: \_\_\_\_\_

**b. Date of Purchase:** \_\_\_\_\_

**2. EXPENSES:**

Business Meeting Meals pursuant to *the Guide to B.C. Public Sector Compensation and Expense Policies* states:

Providing meals at business meetings should be an exceptional rather than regular occurrence. Where justified, meals may be provided during meetings where it is essential that business discussions are not interrupted or where it is essential to meet over a meal period, as the issue is important, needs early resolution and no other time is available. Such costs must be reasonable, and claims must be submitted on this Business Meeting Food Receipt Form justifying the expenditure.

The provision of snack food items such as muffins and donuts, etc. for meetings involving only staff is discouraged, especially in situations where meetings are conducted in the location of a majority of those employees. Often the meeting host(s) will purchase such items personally, as it would be inappropriate use of public funds to do otherwise (unless justified as above).

Business meeting expenses must not include any associated costs for spouses or guests of the participants.

**a. Please provide the business purpose for the meeting:**

**b. Please provide the business rationale for holding a meeting during mealtime or for providing a snack:**

### 3. COST DETAILS

a. **Total Cost of Food (not including tax):** \$ \_\_\_\_\_

b. **Type of Food:**

**Meal - Please select all that apply:**

- Breakfast**
- Lunch**
- Dinner**
- Snack**

c. **Number of Attendees**

Number of non-staff attending: # \_\_\_\_\_

Number of staff or board members attending: # \_\_\_\_\_

d. **Average Cost per Person:** [total cost of food excluding tax divided by the number of staff and non-staff attendees: \$ \_\_\_\_\_

e. **Is the Average Cost per Person within the Per Diem Ceiling Guideline?**

Business Meeting Expense Ceiling Guideline (consistent with Travel Per Diem Ceilings):

- Breakfast/Snack - \$15
- Lunch - \$20
- Dinner - \$32

- YES
- NO

f. **If the average cost per person is above the Per Diem Ceiling Guideline, please provide a rationale for the average cost**

---

### 4. ATTACHMENT

a. **Details of Attendees:**

Attach a list of all attendees [the following information must be included, and the total must agree to the number of attendees as stated in Section 3 above]

- Last Name
- First Name
- Identify all non-staff attendees
- For non-staff attendees you must list their business organization

b. **Itemized Receipt** [must show what was purchased and breakout the GST]

***\*If itemized receipt is lost, you MUST complete and attach a [Lost Receipt Form](#)***

---

**Supervisor Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Typing your name into this field is the equivalent of a digital signature.**