**Off-Campus Instructions:**

The documentation support required by ASU for the payment of business meals and related expenses is the same as would be required if such expenses were taken as a deduction for federal income tax purposes. If required, the responsible Dean, Director or Vice President must approve this form. (Refer to COM 420-02 for required approvals.) The approved form, with itemized receipts, is attached to an online Payment Voucher (PV) and forwarded to the Payables and Reimbursements department of your campus location; mail code 5912 for the Tempe and Downtown Phoenix campuses; mail code 0150 for the ASU West campus; and mail code 0180 for ASU Polytechnic, Accounts Payable department. For P-Card use, the completed form is maintained in the departmental files.

There are restrictions on sponsored project accounts; contact your Sponsored Projects Administrator for additional information. University policy on expenses for business meals and related expenses are covered in FIN 420-02 of the Financial Services Policies and Procedures Manual. Please note that a PV for business meals and related expenses can only be processed if the documentation and receipts are in compliance with ASU policies.

You may contact your accountant in Financial Services or Sponsored Projects for questions regarding the Business Meals and Related Expenses Form. Your accountant’s name and phone number are located on your monthly Advantage reports.

**Instructions for Catering Services Memorial Union:**

Complete the form and return it with your signed contract so the cost may be charged to your interdepartmental purchase order (PO). Indicate the PO number on the form. The internal vendor code is FOODSERV. Contact Catering Services by phone at 480.965-6508, or by fax at 480.965.7137.

**Instructions for University Club:**

This form must be submitted to the University Club within 24 hours of receiving a final contract or invoice to be billed against an interdepartmental PO. Indicate the PO number on the form. The internal vendor code is UNIVCLUB. Interdepartmental POs can only be used to pay for business meals and events held at the University Club. The form should be faxed or mailed with a copy of the final invoice or ticket, including a list of attendees, to the attention of the University Club Event Coordinator. Contact the University Club by phone at 480.965.0700, by fax at 480.965.0440 or at mail code 3602.

If a payment is being made with the ASU P-Card, the department must maintain the completed form in the departmental P-Card transaction file. When payments are made with the P-Card, this form does not need to be submitted to the University Club.

**Instructions for Aramark/ASU West University Center Building:**

Complete the form and return it with your signed contract so the cost may be charged to your interdepartmental PO. Indicate the PO number on the form. The internal vendor code is ASUWFOODS. Please contact Larry Carlson at 602.543.7715 if you have any questions about this form. Contact Chartwells/ASU West by phone at 602.543.3663, or by fax at 602.543.7777.

**Instructions for Aramark/ASU Polytechnic:**
Complete the form and return it with your signed contract so the cost may be charged to your interdepartmental PO. Indicate the PO number on the form. The internal vendor code is FOODEAST. Please contact David Sittner at 480.727.1044 if you have any questions about this form. Contact Aramark/ASU Polytechnic by phone at 480.727.1440, or by fax at 480.727.1442.

**Instructions for Aramark/ASU DTC:**

Complete the form and return it with your signed contract so the cost may be charged to your interdepartmental PO. Indicate the PO number on the form. The internal vendor code is DTCFOOD. Contact Aramark/ASU DTC by phone at 602.496.6707, or by fax at 602.496.6760.