

Overage Exception Request for Meals with Meetings/Light Refreshments

Name of Event:	
Date & Time of Event:	
Location:	
Meal Furnished: (Only one per meeting is allowed)	<input type="checkbox"/> (\$5) Refreshments <input type="checkbox"/> (\$17) Breakfast <input type="checkbox"/> (\$20) Lunch <input type="checkbox"/> (\$31) Dinner
Total Attendees:	
Total Per Diem Allotted:	
Total Spent:	
Overage per Attendee:	
Explanation for overage: <ul style="list-style-type: none"> When was attendance taken? Who did not attend that RSVP'd and the reason? What steps were taken to prevent overage? Etc. 	

Signature of Requester

Date

Printed Name of Requester

Signature of Budget Manager

Date

Printed Name of Budget Manger

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Business Office Use

Printed Name of Director or Designee: _____ Date: _____