

**CHANCELLOR'S REPRESENTATIVE FOR STATE-FUNDED MEALS FORM**

Reference: OSBM's Budget Manual (Section 5.9)

Date: \_\_\_\_\_

UNC Pembroke Employee, \_\_\_\_\_  
is given prior approval for reimbursement of the actual cost of their meals (receipts required) and the meal(s) of their non-State employee guest(s) on State Business. Listed below is (are) the name(s) of guest(s) and the reason(s) for being on campus.

Examples:

xx/xx/xxxx lunch - Jane Doe - Visiting Scholar

xx/xx/xxxx dinner - John Doe - Visiting Scholar

Date of the Event:	Name:	Reason:
_____	_____	_____
_____	_____	_____
_____	_____	_____

State Account # \_\_\_\_\_

Approval:

\_\_\_\_\_  
(Dr. Robin Gary Cummings, Chancellor, or his designee, Mark Gogal, Chief of Staff **ONLY**)

**Department Chair/Dean approval to exceed state per diem:**

Reimbursement to departmental faculty for meals with prospective candidates will be limited to the In-State per diem rates. The faculty member is responsible for the excess over the per diem rate unless the Department Chair or the Dean approves the additional spending and provides a non-state fund number to be billed in the event the state rate is exceeded.

Non-State Account # for Excess Over State Meal Allowance \_\_\_\_\_

\_\_\_\_\_  
Department Chair/Dean