

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT  
STAFF MEETING REIMBURSEMENT FORM**

<b>PAYEE:</b>		<b>CWID/VID:</b>	
DIVISION REQUESTING MEETING:			
ORGANIZATION NUMBER:		ACCOUNT NUMBER: 712655	
DATE OF MEETING:		TIME OF MEETING:	
LOCATION OF MEETING:			
BUSINESS PURPOSE OF MEETING:			
ESTIMATED COST:		FINAL COST:	
		(ATTACH RECEIPT)	
A LIST OF ALL THOSE IN ATTENDANCE IS REQUIRED. SEE BELOW.		<b>REIMBURSEMENT NOT TO EXCEED TEXAS PER DIEM RATES</b>	

*Please save and rename the form using File, Save As, PDF, New Form Name*

<b>PREAPPROVAL:</b>		<b>APPROVAL:</b>	
Employee Initiating Request	Date	Employee	Date
Dean/Director	Date	Dean/Director	Date
Vice President/Provost	Date	Vice President/Provost	Date

<b>LIST OF STAFF IN ATTENDANCE:</b>	
See Attached List	
1	8
2	9
3	10
4	11
5	12
6	13
7	14

BUSINESS OFFICE USE ONLY	
Banner Invoice Number:	_____
Vendor Invoice Number:	_____
Accounts Payable approval:	_____
Business Office approval:	_____

The staff meeting reimbursement form is used for reimbursement of staff meeting expenses. It should also be used for reimbursement of advisory meeting expenses, workshops, etc. involving employees and non-employees where meals or refreshments are provided.

- Departments requesting catering services for District events should contact American Food and Vending. If American Food and Vending is not able to accommodate your meeting/event, they will notify you and then you may seek an outside vendor/caterer.
- Please see the Auxiliary Services page of the Business Administrative Services intranet site for further information regarding American Food and Vending.
- Reimbursement cannot exceed the Texas per diem rates amount per person for the meal. (\$10 breakfast; \$15 lunch; \$21 dinner)
- A list of all attending staff must be included with the reimbursement form. Attach flyer to staff meeting reimbursement form for event when function for which food is being provided is open to the student body or general public.
- Before the meeting, the originator, the area dean/director, and the area vice president should sign the form on the "Preapproval" side. After the meeting, the originator should attach all paid receipts. Sign the form again on the "Approval" side if amount is more than \$100 over the pre-approved amount. Submit the form to the Business Office for reimbursement.
- The originator should keep a copy of the form for his/her records and the division office should keep a copy before sending the original to the Business Office.
- Reimbursement cannot be made through petty cash.
- The account number charged will be 712655 unless otherwise noted. Budget funds must be available to cover the reimbursement.
- The staff meeting reimbursement form is also required if purchasing bottled water through Plant for extended meetings. Attach a copy of the completed staff meeting reimbursement form to the inventory request form when submitting request to Plant for bottled water.
- The Staff Meeting Reimbursement Form is available on CougarWeb under My Workplace/Intranet Links/Business Administrative Services/Accounts Payable.