**Meal Requisition FAQ**

1. *When using:*

* **Aladdin**: Submit your meal requisition to Financial Services and Aladdin services prior to the event. After the event, submit an agenda/brochure of what took place, as well as a list of attendees at the event to Financial Services. *Aladdin will invoice Financial Services.*
* **La Sure’s/Domino’s\*/Lara’s Tortilla Flats/Polito’s\*/Big Apple Bagels/Best Western/Toppers\*:** Submit your meal requisition to Financial Services prior to the event. Bring a copy to the vendor on the day of purchase. Submit any and all receipts, a list of attendees, and an agenda/brochure to Financial Services. *Vendor will invoice Financial Services.*
* **Festival Foods/Papa John’s\***: Submit your meal requisition to Financial Services prior to the event. Bring a copy to the vendor on the day of purchase. Submit any and all receipts, a list of attendees, and an agenda/brochure to Financial Services. *Vendor will send Financial Services a monthly statement.*
* **Jimmy John’s/Pick ‘n Save/Golden Corral/Cousin’s Subs/Buffalo Wild Wings/Qdoba:** Submit your meal requisition to Financial Services prior to the event. After the event, submit an agenda/brochure of what took place, a list of attendees, as well as a DPR payable to whichever staff/student made the purchases. *This will be a personal reimbursement.*

1. *Tipping policy:*

* Tips are reimbursable by department funds for up to 15% of the total bill.

1. *Multiple dates:*

* For an event with multiple dates, only one meal requisition is required. Be sure to list all appropriate dates on the meal requisition.

*4.* *Meal Rates are as follows:*

* Refreshments: $10/person
* Breakfast: $12/person
* Lunch: $18/person
* Dinner: $30/person

1. *Alcohol Policy:*

* Any and all alcohol purchases must be reimbursed through a foundation account. Department funds may not be used.

\*Note: When ordering pizza, sometimes we are given a discount. Tell the pizza vendor you are with UWO and ask if a discount is available.

Further questions may be directed to Admin Services x3990 or [mealreq@uwosh.edu](mailto:mealreq@uwosh.edu).