| WKU Potter College of Arts & Letters | **PCAL T&E Card Request Form** |
|---|---|
| | Revised Date: October 12, 2021      PRE-APPROVAL |

Send to alicia.fryia@wku.edu  for approvals at least 48 hours in advance.

| Date of Meal: | | Index # | |
|---|---|---|---|
| Department: | | | |

☐ Out-of-town  ☐ Lunch  ☐ Dinner

| Restaurant Name: | |
|---|---|
| Alternate Restaurant Name: | |

Names and titles of individuals in attendance: attach roster if more space needed

| Official WKU Guests/Prospective Faculty Candidates |
|---|
| 1. |
| 2. |
| WKU Employees |
| 3. |
| 4. |
| 5. |

Business Purpose of Meal:

| |
|---|
| |

All grant index numbers require advance email approval from Alicia Haley in the Grant Accounting office.

Please stay within or below U.S. subsistence rates when using the T&E credit card.  In Bowling Green, this is equivalent to $13 Breakfast, $15 Lunch, $26 Dinner per person.

Attach all receipts to this document. Before submitting receipt to the Dean's Office, please sign to verify the following:
- No tax is charged
- No alcohol is charged
- No tip greater than 18% was applied

_____       _____

Name                                 Title

_____       _____

Last 4 Digits of Card Number            Amount