WKU HOSPITALITY (T&E) CARD
GUIDELINES & PROCEDURES

TO REQUEST APPROVAL FOR FOOD CARD USE:

1. Complete the Food Request Form with the following information.
2. Information needed:
   a) Index Number **(Grant numbers will need to be forwarded to Grant Accounting for Grant approval)**
   b) Total number of people eating
   c) Name of restaurant (any location is allowed – must specify if out of town or out of state)
   d) Name(s) of WKU employee and title (faculty/staff)
   e) Name(s) of candidate/guest and title
   f) Purpose of the meal
   g) Which meal – Breakfast/Lunch/Dinner
   h) Date of meal
   i) Indicate if meal is: eat in – delivered - pick-up

3. This card is to be used only for the official entertaining of candidates, guests, and students of the University. If entertaining faculty and staff only, President's Cabinet approval must be given to the Dean's/Director office in advance in writing (email approval acceptable) and will be kept with the card's monthly statement, meal receipt, and food request form for the event.

USE OF CARD

1. Responsible WKU employee will pick up card from Dean/Director's office.
2. Responsible WKU employee will use card to pay for meals.

   A) WKU employee **MUST** check receipt to determine:
      *NO TAX was charged (exempt)
      *NO ALCOHOL CHARGES (to be paid by host on separate bill at time of meal)
      *18% GRATUITY MAXIMUM (or house gratuity honored if more than 15%)
   B) WKU employee signs receipt and asks for **ITEMIZED COPY. (meals, beverages)**
   C) WKU employee returns the card and itemized receipt to Dean/Director's office as soon as meal is over.

FINAL PROCESS

1. Dean/Director's office will check receipt for the following: 1)No tax 2)No alcohol 3)18% gratuity only 4)Correct date 5)Number of meals match number of people approved 6)No spouse meals 7)No children meals. If receipt is approved - staple itemized receipt to request and file.
2. If discrepancies occur – person using card or department must reconcile with WKU immediately or be subject to loosing card privileges per program administrator.