DINWIDDIE COUNTY
ACCOUNTING FOR DAY MEALS

This form is required for all meal and food purchases that do not involve an overnight stay or are not specifically exempted by policy. Please complete the following information and attach the itemized receipt. If there is no itemized receipt, the total of the meal will be divided equally between all of the consumers of the meal. If there is no receipt, the entire meal will be taxable to the purchaser.

Purchaser: _____   Date of Purchase: _____

Amount: _____

Source of Payment: □ Reimbursement requested   □ PCard

Meal purchased for: □ Employee only   □ Group   If group, number of people _____
(If purchased for a group, please provide a list of all employees who received the meal including the purchaser, if applicable.   Page two of this form may be completed or a separate list may be provided.)

Purpose for the meal (please be specific):

_____

_____

_____

If claiming an exclusion from taxability, please check the appropriate box and attach the required documentation.
□   1. This is an infrequent/occasional/non-routine event (such as a holiday lunch).
□   2. An unusual or emergency situation required the employee(s) to work overtime.
□   3. The meal occurred on County premises and was directly related to County business.*
□   4. The meal was associated with the active conduct of County business.*

* If item 3 or item 4 applies, please attach a meeting agenda or other documentation that describes the business conducted during the meal, the location of the meeting, and a list of attendees (page two may be used). Also include a statement in the purpose as to why the business was conducted during the meal.

_____   _____
Purchaser's signature   Date

_____   _____
Approver's signature   Date

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Accounts Payable Use Only
□ Taxable   □ Non Taxable   Date to Payroll _____

Purchaser: _____   Date of Purchase: _____

Amount: _____

	Name	Amount		Name	Amount
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			32		