



# Meal Vouchers

Effective Date: January 1, 2019

Last Revision Date: April 16, 2024

## 1. PURPOSE

The purpose of this policy is to define a consistent process for vouchering meals that are funded by departments on campus and ensure accountability among staff involved in the process.

## 2. RESPONSIBLE CAMPUS DIRECTOR

Controller  
Director University Dining

## 3. DEFINITIONS

**Voucher:** A document which may be used as proof that a monetary transaction has occurred between two parties. A voucher may be used for a variety of purposes including acting as a receipt or indicating that an invoice has been approved for payment.

## 4. POLICY

Meal vouchers may be requested for use during hours of operation for the DeBot Dining Center or Dreyfus University Center (DUC) and will be valid for the menu that is offered on the day a voucher is redeemed. The value for vouchers requested for the DeBot Dining Center will be based off set pricing for meal periods at this location. The value for vouchers requested for the Dreyfus University Center (DUC) can be adjusted to meet the needs or requests of the particular group or event. It should be understood that neither location can be reserved exclusively for the event; both locations are in operation to meet the needs of students and faculty on campus.

Maximum rates by location and meal expense type as outlined in [UW System Administrative Policy 435](#) apply.

## 5. PROCEDURES

### A. Requesting Meal Vouchers

Meal voucher requests may be submitted by departments using the online [Meal Voucher Request Form](#). All requests must be made at least two weeks in advance to

allow for voucher processing, scheduling, product ordering, and food production purposes.

**B. Issuing Meal Vouchers**

Meal vouchers are approved and issued by the University Dining Office by date based on the request submitted and are consecutively numbered for accountability purposes. The University Dining Office will maintain a list of vouchers that have been issued containing the voucher number, department, contact name, start date, end date, location, and dollar amount. When notified by the University Dining Office Marketing Department, vouchers can be picked up at the University Dining Office on the second floor of the Dreyfus University Center (DUC) in Room 240, during normal business hours.

**C. Utilizing Meal Vouchers**

A separate voucher must be used by each individual receiving a meal and may not be redeemed for multiple meals by a particular group or individual. Departments are responsible for maintaining a list of names indicating who received a voucher and the purpose for which it was issued. Meal vouchers are to be used exclusively by the documented recipient for the intended purpose. If a meal exceeds the voucher value, the difference must be paid out-of-pocket by the individual. If a meal is less than the voucher value, the actual meal price must be noted on the voucher by the cashier and billed accordingly to the department providing the voucher.

**D. Reconciling Meal Vouchers**

Expended meal vouchers are to be reconciled by the University Dining Financial Specialist against the list of issued vouchers that is maintained. The Financial Specialist will invoice departments accordingly for meal vouchers spent.

**6. REFERENCES and RELATED DOCUMENTS**

[Meal Voucher Request](#)

[UW System Administrative Policy 435: Headquarter City & UW System Sponsored Events Policy](#)

**7. POLICY HISTORY**

Effective Date: 01/01/2019

Revised: 4/16/24

Approved: 12/12/2018

Approved by: Vice Chancellor of Business Affairs

**8. SCHEDULED REVIEW**

April 2029