



In order to have an occasional meal please answer all questions, obtain approval from your sport administrator, and forward a copy to the Compliance and Operations Offices for final authorization prior to the occasional meal.

1. What is the SPECIAL occasion?
2. When will the occasional meal occur? (Date & time)
3. Where will the occasional meal occur?
4. Is the meal in conjunction with another activity/event (official visit)? If so, Describe the other activity/event.
5. Who will be attending the meal and indicate their status (coach, student-athlete, institutional staff member, student host, spouse, booster, etc.)? Attach a separate list.
6. What is the menu for the occasional meal and the approximate cost?
7. Will anyone be paying for his or her own meal? If so, who?

Requested by \_\_\_\_\_  
(Institutional Staff)

Date \_\_\_\_\_

Approved \_\_\_\_\_  
(Sport Administrator)

Date \_\_\_\_\_

Reimburse? Yes  No

Final Authorization \_\_\_\_\_  
(Compliance Office)

Date \_\_\_\_\_