

# HEADQUARTERS CITY & UWM SPONSORED EVENTS

## Event Justification Form

(for Restaurant Operation & Union Operations Events)

**Please complete the following and return with your copy of the invoice.**

Event Title: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Begin Time: \_\_\_\_\_  
Event End Time: \_\_\_\_\_

### 1) **Break/Reception**

Total Number of Non-State Employees: \_\_\_\_\_  
Total Number of State Employees: \_\_\_\_\_

Provide the invitation/flyer if available. Please provide a brief explanation of the event here:

### 2) **Meal**

**Note: If this is a breakfast, lunch or dinner, a list of participants is required.** The meal maximums can be found in the Travel Section of the BFS website in ASM 5.5.1A. **If the event charged a fee,** please attach a copy of the brochure showing the fee.

An agenda for the event must be attached. If there is no agenda for this event, please provide a brief overview of the discussion that took place at the event. This must be attached or you may provide an overview below. Please attach extra sheets if needed for overview.

Overview:	
-----------	--

### 3) **Meal Cards:**

If you have purchased Meal Cards (Dining Services Purchasing Cards) a list of names must be attached.

*If you have questions please call Michael Marbry at 4887 or email: [marbry@uwm.edu](mailto:marbry@uwm.edu)  
Fax # 414-906-8441.*