



SPECIAL MEETING FORM

Required Only for Off-Campus Events

A. Describe event and benefit to UA Little Rock or State:

B. Attendees: Attendee list should include state and non-state employees. Please separate the state and non-state employees. Note: May provide list as an attachment.

Blank lines for listing attendees.

C. Location:

D. Date(s) of Meeting:

(Note: It is recommended that this form be approved PRIOR to the event.)

E. Estimated Meeting Expenses: WORKTAGS CC\* DS GR OTHER (if necessary)

Table with 2 columns: Expense Category, Amount. Rows include Lodging, Meeting room/rental charges, Food expenses, Misc. expenses, and TOTAL ESTIMATED MEETING EXPENSE (0.00).

NOTE: Reimbursement for state employees for meals, including sales tax and up to 15% gratuity, cannot exceed the federal per diem rate, as established by the U.S. General Services Administration. Per diem does not apply to guests of state.

F. Return to: (PRINT) Requester Name Department:

Email: Phone:

G. Required Signatures: The requester, an approver at a higher level (i.e. budgetary head, dean, etc.), and the department vice chancellor's signatures are required. In addition, when grant or contract funds will be expended, ORSP must approve.

Requested By: Requester Date:

Approved By: Budgetary Head Date:

Approved By: ORSP (if grant or contract funds are being expended) Date:

Approved By: Department Vice Chancellor Date:

Approved forms are to be submitted along with a Purchase Requisition, Spend Authorization, or Expense Reimbursement to Procurement Services.