FINANCIAL SERVICES
University of Maryland, Baltimore County
1000 Hilltop Circle, Baltimore, MD 21250


Itemized Expenses

|  | TOTAL |
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-MEAL COST INCLUDES RELATED GRATUITIES.
MOVING EXPENSES ARE TAXABLE INCOME AND WILL HAVE APPROPRIATE TAXES WITHHELD

All items over $\$ 600$ must be approved by department busines manager in addition all items over $\$ 5,000$ must be approved by a Department head.

| Approvals: Signature and Date Signed |  |  |  |
| :--- | :--- | :--- | :--- |
| Requestor Signature | Contact/Preparer Signature | Dept. Head Approval | Next Higher Authority |
|  |  |  |  |
| Printed: | Printed: | Printed: | Phone: |
| Phone: | Phone: | Date: | Printed: |
| Date: | Date: | Phone: |  |

RESTRICTIONS AND EXCLUTIONS

1) University funds cannot be utilized for any social functions or activities such as holiday parties, retirement parties, birthday parties, showers, welcome or farewell parties office parties, etc
2) University funds cannot be used to reimburse meals that consist only of internal UMBC employees during the normal workday unless such meals meet the criteria outlined in section VI. DEFINITIONS of UMBC policy VIII-11.10.01 and are appropriately pre-approved.
3) University funds shall not be used to purchase alcohol.
4) The University will not reimburse for sales tax, (meals excluded)
5) Gratuity in excess of $20 \%$ will not be reimbursed

## LINKS

MEAL POLICY -VIII-11.10.01
Form Revised 2-17-22

