**MEALS HOSTED BY STUDENTS**

We now require students hosting a meal for a speaker to either **use the department credit card** at the approved vendors listed below **or have the meal catered/delivered** to Gray-Little Hall from the same vendors. If you decide to cater, please contact Elaine Knight and Elizabeth Coleman ASAP to reserve a room for the lunch. Please email your order to Elaine Knight or Elizabeth Coleman and include your cell number. **Meet Vendor:** On the NORTHSIDE entrance of GLH [located on 2nd floor] with a cart [pick-up cart in 1140 GLH prior to vendor arrival]. Vendor will have your cell number and will call you if they need assistance or any issues. Please be sure to obtain a copy of the receipt and submit to Elaine Knight or Elizabeth Coleman ASAP. The vendor may require a signature for the food, so go ahead and sign, but **do not add a TIP** as we already included it when we placed the order. As host you are responsible to set-up/clean-up of meals catered.

 **APPROVED VENDORS**

**LUNCH/DINNER BREAKFAST + CATERING**

> 23rd Street Brewery > Wheatfields [breakfast/lunch/dinner] > Panera

> Encore Cafe > McClains - *top of hill* [breakfast/lunch]

> Mad Greek > The Roost [breakfast]
> Jefferson’s > Miltons [breakfast/lunch]
> Basil Leaf Cafe > Ladybird Diner [breakfast/lunch]

> Free State Brewery > Bird Dog - *Oread* [breakfast/lunch/dinner]

 **TAX EXEMPT**

The University is a tax exempt institution and the required tax form has already been submitted to each manager of the vendor listed above. However, a manager may not be on site at the time of your visit and the waiter/waitress may not know or be aware of the tax exemption. As host it is your responsibility to inform the waiter/waitress **(before you place your order)** that KU is tax exempt and the required form is already on file with their manager. Please - **DO NOT SIGN** for the meal **if TAX is listed on the receipt**. Contact the following if you have any issues:

 ♦ Elizabeth Coleman 785.864.4333 or 785.727.9649
 ♦ Elaine Knight 785.864.5206 or 785.312.1328

**DEPARTMENT CREDIT CARD** *(others will need to use the card - so please return it on/or before time shown)*

You may obtain the card from Elaine Knight or Elizabeth Coleman in 1140 GL - Chemistry Office as follows:

> **Breakfast Hosts:**  **PICK UP** - 8:00 to 3:30 (day BEFORE event) **RETURN BY** - 9:30 (day OF event)

> **Lunch Hosts:** **PICK UP** - 10:00 to 11:30 (day OF event) **RETURN BY** - 3:30 (day OF event)

**ALCOHOL**
unfortunately neither KU nor the department is allowed to reimburse any student for alcohol.

**TIPS**There is a 20% cap on ALL tips - no exceptions.

**ATTENDEES**

May include up to 5 students and the speaker.  If you wish more to attend, please contact Elaine Knight or Elizabeth Coleman for approval first. Currently, there is no cap as to what you can spend, as we trust charges will be kept within reason.

**Please submit the following *electronically* to** eknight@ku.edu

> A list of all who attended the luncheon

> Receipts

**REMEMBER RECEIPT**

**MUST BE:** original, itemized, legible and show how meal was paid via cash/credit card
**HAVE NO:** tax, tips over 20% or alcoholic beverages listed