

Accounts Payable needs your help! AP must be able to cross-reference expense reports and payment requests that involve the purchase of food to the allowable categories on the [Food Reference Chart](#).

- Verify funding source
- Verify documentation requirements
- Verify the transaction is recorded using the appropriate account code

Payment Requests: Units should start including the applicable category from the Food Reference Chart AND business purpose on requests. AP will be sending back requests that do not include this information. Effective July 1, 2022: AP will be restructuring Expense Types in the Expenses Module. We will remove expense types E-Entertainment, O-Grp Meals Non-Travel Emp, and O-Grp Meals Non-Travel Non-Emp. We will add the new expense type category F-Food Purchases with the following expense types:

- F-Food for Official Research
- F-Food for Organizational Mission
- F-Sanctioned Student Events
- F-Classroom & Academic Programs
- F-Student Recruiting Events
- F-Volunteer Events
- F-Safety Products
- F-Education or Business Mtg
- F-Hosted Conference & Workshop
- F-Employee Group Meals
- F-Contract Hospitality
- F-Business Related Entertainment

Accounts Payable is introducing a new, **optional** [Food Reference Smartsheet](#): **This is not required by AP**; it is meant to be a tool to assist departments with document preparation.

- [Food Reference Chart](#)
- [Food and Business-Related Entertainment Policy](#)
- [Allowable vs Unallowable Expenditure by Fund Matrix](#)
- [Food and Business Related Entertainment PowerPoint](#)

Questions? Contact us at onesource@uga.edu.