**SHIN-NY Meal Service Request Form**

Reasonable costs specifically related to outreach activities, forums, and board meetings (i.e. lunch served during agenda item, not a break) are reimbursable with pre-approval from your contract manager.

Complete this form and email a copy to your contract manger **prior to the activity.**

**Please respond to EACH of the following:**

(Use as much space as necessary – text boxes will expand as needed)

**Contractor / Contract #:** Click here to select from drop-down list.

1. **Date of Meeting/Meal:** Click here to enter a date.
2. **Business Purpose of Meeting:**

Click here to enter text.

1. **Benefit of meeting to SHIN-NY:**

Click here to enter text.

1. **List All Attendees:**

Click here to enter text.

1. **Duration of meeting:** Click here to enter text.
2. **Food Provided:** Click here to enter text.
3. **Estimated Cost:** Click here to enter text.

*Note: Reimbursement limited to meal per diem for area multiplied by number of attendees.*

**Form completed by:** Click here to enter text.

**Date of Submission:** Click here to enter a date.

*Please include a copy of the meeting agenda with your submission.*