



Food/Beverage Special Expense Approval Request

Submit form and agenda at least two weeks before event.
Do not incur expenses until HSEM approves your request.

Request Date:

Requestor Information

Jurisdiction:

Phone:

Contact Name:

Email:

Grant Information

Federal Grant Year:

Grant Number:

Program:

Investment
Justification:

Purpose:	Training	Planning	M & A	Organization	Exercise
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Event Information

Date(s):

Time(s):

Event Name:

Sponsor:

Location:

Describe requested special expenses and why you believe they are allowable costs:

Estimated Costs:

Description	Qty.	Unit Cost	Total
Total Estimated Cost			

Special expense requirements:

- Related grant-funded activity (exercise, meeting, conference, etc.) begins before and continues after meal service.*
- Cost is reasonable.
- Not served during amusement or social event, or where alcohol is served.

*Note: Refreshments for breaks are *not* allowable costs

Email completed form to:

EMPG, HMEP, SHSP — Matti.Gurney@state.mn.us

NSGP, OPSG, UASI — Michelle.Schaber@state.mn.us

HSEM Approval

Approve

Deny

Grant Manager

Date