**Representational Allowance Waiver Requirements**

A completely filled in, original, representational allowance form and legible copy of the receipt must be submitted to Financial Services within 7 days of the ProCard charge posting to Banner. The representational allowance form must include both the Banner document number (QP number) and the date it posted to Banner (activity date in FGIBDST). Failure to include this information will result in the representational allowance form being returned.

If the original ProCard charge hits an account code other than a representational allowance account code and must be JV’d to a representational allowance account code, the original representational allowance form and copy of receipt should be attached to the JV when submitted to Financial Services. There is no need to send one at an earlier time.

If the original ProCard charge hits a representational allowance account code and is later JV’d to a different representational allowance account code, the original representational allowance form and copy of receipt should be submitted to Financial Services within 7 days of the original charge posting to Banner and a copy of the representational allowance form should be attached to the JV when submitted to Financial Services.

**NOTE:** A copy of the representational allowance form should accompany all JV’s involving representational accounts.

Also, most restaurant meals are considered 8115 expenses unless they are part of a conference, workshop or training. As Pathway will not accept 8115 charges, please submit a JV with a copy of the representational allowance form attached within 7 days of the incorrect charge posting to Banner.

As a reminder, when using fund 1, please be sure restaurant and catering charges go to account code 3008. Self-catered items from Sam’s, Fred Meyer or Safeway should be charged to 4008.

When using fund 14, fund 3 and the fund 5’s that are reviewed by the Office of Grants & Contracts Administration, please be sure restaurant and catering charges go to account code 3018. Self-catered items should be charged to 4018.

If you need additional information or clarification, please contact Betty Brookes at 474-6236.

8/12/2008