Food Expense Approval Form

Activity Dates and Information:
Begins ____________________________
Ends ____________________________
Time ____________________________

Activity Type __________________________________________

WORKING MEETING ONLY:
Initial here to confirm that participants were
only available to meet during the indicated time. 

Name, description of activity, and business purpose.

Open to Campus ____________________
# of UW / State Employees ___________
# of Non-Employees ___________
Total # of Attendees ___________

(Numbers will be approximate)

Event Location: [ ] On Campus [ ] Off Campus
Location: _________________________________________

Type of Service or Event Requested: (select one or more)

[ ] Break Refreshments
[ ] Meals
[ ] Reception
[ ] Meals costs are covered by participant fees.
[ ] Meal costs are covered by department funds. This is only allowable for an activity that meets one of the
following criteria:
[ ] A mealtime speaker is scheduled.
[ ] Business is being conducted during the meal.
[ ] Facilities are not available near the meeting site for attendees to eat at their own cost.
[ ] Facilities are not available within the building or immediate area.
[ ] The majority of the meeting attendees are not UW / State employees.
[ ] Business is being conducted during the event.

Meal Type: [ ] Breakfast [ ] Lunch [ ] Dinner

Contact Person(s): ____________________________ Phone: ____________________________

Department: ____________________________ Vendor: ____________________________

UWL Account to be billed: [ ] Fund (3) [ ] Pgm (1) [ ] Dept(6) [ ] Account (4) [ ] UWL Foundation [ ] SFO Account [ ] Other: ____________________________

Approx. Cost: ____________________________

Meals for UW / state employees must not exceed the maximum allowed. (Click here for more information)

Attached Documentation: (if available or required upon payment)
[ ] Agenda [ ] Advertisement or Flyer [ ] Brochure or Registration form [ ] List of Participants

Click here for additional information on the documentation is required

Approval By:
Signature ____________________________ Print__________________________ Date ____________

Designated Signature Authority or WISDM Manager

Accounts Payable ____________________________ Date ____________

Send this form with attachments to 125 Graff Main Hall or via scan/email to accountspayable@uwla.edu.

Updated 4/5/2018
I am pleased to announce that we are rolling out a new culinary- and customer-focused catering program on UW-L called Carved and Crafted.

**The Carved and Crafted Menu**
The Carved and Crafted Menu was designed with our guest in mind. Here at UW-L our Carved and Crafted Menu focuses on:

1) Seasonality
2) Local/regional favorites
3) Fresh and local ingredients
4) Cultural Inspirations

These main tenants ensure we are delivering the most thoughtful and best product to our guest while meeting our strict culinary standards.

**Special Events**
While CaterTrax is ideal for standard catering needs, we understand that special events require more personalized time and planning from our Catering staff. We want to ensure you that we are always here to assist you on any catering event that you have. If you need support on a special event please don’t hesitate to reach out to us 608-785-6485. We are here to support you on any of the following items.

- Custom Chef Designed Menus
- Floral
- Specialty Linen
- Specialty equipment or decor for a themed event

Thank you and we look forward to working with you on your upcoming event.

Kelly R. Kamrowski
608-785-6485 Office
608-498-0035 Cell

kkamrowski@uwlax.edu
Love to dine on campus? Download our brand new app!

Feedback
Text us your feedback

Menus
Find your favorite food

Nutrition
View the nutritional information for your meal

Make the switch to the new DINE ON CAMPUS APP

Download the app!
Faculty/Staff Dining Plan

Staff Talon - 25 Block  $188
- Each meal is good for one block meal which can be used at any dining venue on campus, including the Whitney Center Main Dining Room.
- Additional meals can be added at any time in groups of 10 for only $75.20.
- Staff block meals do not expire.
- Payroll deduction is available. Find the form online, fill it out, and return it to the Dining Plan/Eagle ID Office.

Staff Campus Cash
Campus Cash (CC) is a declining balance account that can be used at campus locations such as: the UWL bookstore, copy machines, Pepsi machines, snack vending machines and dining locations. When you use your Eagle ID to purchase an item, the cost is deducted from your CC balance. Staff Campus Cash never expires.

You can add and check the balance of meals and staff campus cash online. Visit https://get.cbord.com/uwlax.

Set up a user:
1. Make sure to use 9 digits as your staff ID number, this may mean an extra zero in front of the number
2. For detailed instructions, visit https://www.uwlax.edu/globalassets/offices-services/university-centers/how-to-set-up-a-get-funds-account.pdf

Where on campus can you use block meals?
Anywhere! Every dining location on campus offers several different block meals. Take a look at all of the options listed below!

- Student Union
  - Earth Table Salad Bar • Kitchen Classics • Grilled It!
  - Erbert & Gerbert’s • La Crosse Cafe • Sono
  - The Cellar • Einstein Bros Bagels

- Centennial Hall
  - WPS Starbucks • On the Go

- Murphy’s Mug in Murphy’s Library
  - Caribou Coffee • On the Go

- Whitney Center
  - Main Dining Room • Chars • Badger Street Station (includes Mondo Subs, CREATE Smoothie Station, On the Go Hot Lunch, and On the Go Meals)

Meet Our Dietitian!
The UW-La Crosse Dining Program has a Registered Dietitian available to give students the tools needed to:
- Safely manage food allergies on campus
- Identify better-for-you dining options
- Develop strategies that promote a balanced lifestyle
- Properly fuel your body for optimistic athletic performance
- Accommodate dietary needs related to religious preferences or medical needs

Jess Harke, MS, RD, Registered Dietitian, jharke@uwlax.edu

For more information on the Dining Program, Menus, Events, and Specials, visit: DineOnCampus.com/uwlacrosse
Faculty/Staff Meal Plan
Authorization for Payroll Deduction
2019-2020

<table>
<thead>
<tr>
<th>Name: Last:</th>
<th>First:</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Department:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Type:**
- Faculty (Paid Monthly)
- Academic Staff (Paid Monthly)
- Classified and Limited-term Staff (Paid Biweekly)

<table>
<thead>
<tr>
<th>Payroll Deduction Options: (Taxes included in all prices)</th>
<th>Initial Deduction for 25 Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>○ One Deduction = $188.00</td>
</tr>
<tr>
<td></td>
<td>○ Two Deductions = $94.00 each, total $188.00 (Taken out in 2 months on B payroll)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional 10 Meals</th>
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</thead>
<tbody>
<tr>
<td>○ One Deduction = $75.20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional 20 Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ One Deduction = $150.40</td>
</tr>
<tr>
<td>○ Two Deductions = $75.20 each, total $150.40 (Taken out in 2 months on B payroll)</td>
</tr>
<tr>
<td>○ Other/Lost ID = $10</td>
</tr>
</tbody>
</table>

I hereby authorize the UW-La Crosse to deduct from my salary the amount indicated for the purchase of Staff Block Meals.

Employee Signature______________________________ Date:________________

Return completed document to:
Card Office
1131 Student Union or uwlcardoffice@uwlaax.edu 608.785.8891

Updated 7/5/19
Spring 2019 Block Menu
Student Union

Erbert and Gerbert’s
- Classic Sandwich with chips and a fountain drink or 1/2 pint milk
- Specialty Sandwich with fountain drink or 1/2 pint milk
- Signature or Hot Bistro Sandwich
- Classic sandwich with gluten-free bread and a fountain drink or 1/2 pint milk
- Bowl of chili or soup with a fountain drink or 1/2 pint milk
- Couple Up Special (half sandwich and cup of soup or chili)

Grilled It!
- The following Sandwich, fries, and a fountain drink or 1/2 pint milk
  With Chicken Tenders (3 piece) – grilled, hand battered, or spicy
  With Spicy Chicken
- Grilled Cheese Sandwich, full basket of fries, and a fountain drink or 1/2 pint milk
- Chicken Tender Melt, side of fries or fruit, and a fountain drink or 1/2 pint milk
- LTOs as indicated by signage will be available for blocks (ex. Tender’s salad)

Sono
- 2 tacos (soft or hard shell), side of chips and salsa, or rice, and a fountain drink or 1/2 pint milk
- A burrito and a fountain drink or 1/2 pint milk
- A taco salad and a fountain drink or 1/2 pint milk
- Nachos and a fountain drink or 1/2 pint milk
- Quesadilla and a fountain drink or 1/2 pint milk
- LTOs as indicated by signage will be available for blocks

Earth Table Salad Bar
- Salad platter, (dine in), bread or roll, and 20oz bottled of water or 1/2 pint milk
- Large salad (to go box) with no beverage
- Salad box (small to go), 8oz soup and a beverage (20oz bottled water or 1/2pint milk)
- 12oz soup (to go), roll or bread, and a beverage (20oz bottled water or 1/2pint milk)

Kitchen Classics
1 Block Option: Choose 1 of the following entrees (sandwich, casserole, Vegan option, Meat Loaf, Salisbury Steak, etc), 1 side, and fountain drink
2 Block Option: Premium Meat of the day, 2 sides, a dinner roll, and a fountain drink

La Crosse Cafe
- Plantiful Plate with one protein, fountain drink or 1/2 pint milk
- Homemade Pasta Plate, breadstick or garlic toast, fountain drink or 1/2 pint milk

Hissho Sushi
(Available in the On The Go area near the Salad Bar)
- Blazing California Roll
- California Roll (not brown rice)
- Philadelphia Roll
- Sushicado
- Tokyo Fantasy (not brown rice)
- Veg Roll (not brown rice)

On-the-Go (Near the Salad Bar)
- Premium Sandwich or Wrap and 1 of the following options: a 20oz bottle of water or soda, a small bag of chips, or a piece of fruit

The Cellar
- A hamburger, cheeseburger or veggie burger, a side of fries or a piece of fruit, and a fountain drink or 1/2 pint milk
- 8” cheese or 1 topping pizza and a fountain drink or 1/2 pint milk
- A basket of Cellar Fries and a fountain drink or 1/2 pint milk
- A pasta bowl and a fountain drink or 1/2 pint milk
- Boneless chicken wings (1/2 lb), 1/2 order fries, and a fountain drink or 1/2 pint milk
- LTOs as indicated by signage will be available for blocks
- 3 Block Special - 16”, one topping pizza and 3 fountain drinks or (3) 1/2 pints milk

Einstein Bros Bagels
- A bagel with schmear and a small coffee/tea or 1/2 pint milk
- Your choice of a select Classic Egg Sandwich with a small coffee/tea or 1/2 pint milk
- Cheese Pizza Bagel with a small coffee/tea or 1/2 pint milk
Spring 2019 Block Menu

Whitney, Starbucks, Murphy's Mug

Whitney Center
Main Dining Room - All swipes in Whitney Main Dining Room are equal to one block meal

Chars
Student Choice—Entrée, Side item, and a fountain drink or 1/2 pint milk

The Grill – The following sandwiches, fries, and a fountain drink or 1/2 pint milk
  • With hamburger
  • With cheeseburger
  • With Veggie Burger
  • With Chicken Tenders (3 piece)
  • With Two Hot Dogs
  • With Chicken Breast
  • With Turkey Burger

G8
• Stir Fry Plate, fresh fruit, fountain drink or 1/2 pint milk

Badger Street Station - Whitney Center
Mondo Subs
• 6” sandwich or wrap, Chicken Caesar Wrap, or specialty flatbread, a bag of chips or fruit, and a fountain drink or 1/2 pint milk
• 6” sandwich Ready To Go, small bag of chips, and a fountain drink or 1/2 pint milk

On The Go - Hot Entrée of the Day (Monday - Friday) and a fountain drink or 1/2 pint milk

On The Go - Cold Breakfast
• Cereal Cup and milk, a piece of fruit, and a beverage from the On the Go cooler
• Bagel, Cream Cheese, and a beverage from the On The Go cooler
• Yogurt Parfait and a beverage from the On The Go cooler

On The Go - Cold Lunch/Dinner
On the Go Sandwich or salad, small bag of chips or a piece of fruit, and a beverage from the On The Go cooler

Hissho Sushi
• Blazing California Roll
• California Roll (not brown rice)
• Philadelphia Roll
• Sushicado
• Tokyo Fantasy (not brown rice)
• Veg Roll (not brown rice)

Starbucks - Centennial Hall
• Medium coffee or latte and a pastry
• On The Go sandwich or wrap, chips or a piece of fruit, and a small coffee/tea or 1/2 pint milk
• Pre-made salad and a small coffee/tea or 1/2 pint milk
• 12oz soup and a small coffee/tea or 1/2 pint milk

Murphy’s Mug (Caribou Coffee) - Murphy Library
• Medium coffee or latte and a pastry
• On The Go sandwich or wrap, chips or a piece of fresh fruit, and a small coffee/tea or 1/2 pint milk
• Pre-made salad and a small coffee/tea or 1/2 pint milk
• Oatmeal, a piece of fruit, and a small coffee/tea or 1/2 pint milk
• 12oz soup and a small coffee/tea or 1/2 pint milk

Where Else Can You Use Block Meals?
Every Dining Services location on-campus has block meal options. They vary in options at locations to allow the greatest variety for the most choices and appetite.

Get on board with a Block Plan!
A great way to save on meals when you are on-campus is to become the holder of a block meal plan. Visit the Meal Card office on the First Floor of the U conveniently located by the Information Desk.

Learn more online at dineoncampus.com/lacrosse or visiting UWLAX.edu and search “meal plans” ... the site will link you to the Meal Card Office information.