



Meal Replacement Procedure



There are two (2) options to utilize meal plans for groups of students who must eat a meal away from campus and/or attend a University-related program/event during a meal period.

Option #1 – Request a To-Go (Boxed) Meal when students cannot eat in the Commons as the result of a University-related commitment.

Procedure:

1. Complete and electronically submit a **To-Go (Boxed) Meal Request** form and a **Student Meal Roster** to Kevin Murray in the Provider Food Service Office (kmurray@HIU.edu).
 - a. **To-Go (Boxed) Meal Request** forms and **Student Meal Rosters** must be submitted for approval **a minimum of five (5) business days prior to the date meals are needed.**
 - b. Student Meal Rosters must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested.
2. Email Provider Food Service Office (kmurray@HIU.edu) a final count **a minimum of three (3) business days prior to the date meals are needed.**
3. Provider Food Service will deduct the approved meal(s) from the account of each student who is a meal plan participant.
4. Upon completion, Provider Food Service will send notification via email to the requesting department.
5. The requesting department will be billed for each meal that cannot be deducted from a meal plan account.

Option #2 – Request Meal Plan Replacements Meals when an approved student program includes catering services supplied by the Provider Food Service Office.

Procedure:

1. Contact the Conference and Events Department (000-000-0000) to secure a location for the event.
2. Complete and electronically submit a **Meal Plan Credit/Replacement Form** to Provider Food Service (kmurray@HIU.edu). Requests must be submitted a minimum of two (2) weeks prior to the date meals are needed.
3. Contact the Provider Office (kmurray@HIU.edu) and arrange menu and details of the event.
4. Submit, via email (kmurray@HIU.edu), a final guaranteed guest count for the event.
 - a. The final count must be submitted a minimum of seventy-two (72) hours prior to the date of the event.
5. Submit to Provider Food Service Office a Participant Roster.
 - a. Rosters must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested.
 - b. Rosters must be submitted within twenty-four (24) hours of the event; this is required in order to receive credit for meal plan participants.
6. Upon completion, Provider Food Service will send notification via email to the requesting department.

Billing

1. Catering contracts will reflect the full price for all attendees and the guaranteed guest count with a note that the student discount will be given at final billing along with the completed Meal Plan Replacement Roster.
2. The requesting department will be billed for all meals that cannot be deducted from a student meal plan account and meals provided to individuals who are not meal plan participants. The final bill will be based on the difference between the final count submitted and approved meal credits; this information will be noted on the final bill.

Please direct any questions to Kevin Murray, Director of Food Services, kmurray@HIU.edu