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Michigan Department
of Transportation
1993 (10/2025)

ONSITE GROUP MEAL REQUEST

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This form is used to obtain preapproval for onsite group meals. The term "Onsite" refers to any facility that is owned, leased, or directly managed by the State of Michigan. All onsite group meal requests **MUST** be pre-approved by your area's Bureau Director, Region Engineer, or Office Administrator. Approval **MUST** be obtained prior to placing an order for the foods. For additional information, please follow the detailed instructions on page two.

Please note: Form 1991 must be used for offsite meeting requests. If Form 1991 is applicable, this form is not required.

| EVENT DETAILS | | |
|---|---------------|-------------------------------|
| EVENT NAME | EVENT DATE | START DATE: |
| | | END DATE: |
| | EVENT TIME | START TIME: |
| | | END TIME: |
| MEETING DESCRIPTION / PURPOSE | | |
| MDOT EVENT COORDINATOR | | BUREAU/REGION/OFFICE/DIVISION |
| SUPPORTING DOCUMENTS INCLUDED SUPPORTING PREAPPROVAL (Check all that apply) | | |
| AGENDA | APPROVED 1127 | OTHER DOCUMENTATION: |

| MEAL COST BREAKDOWN | | | | | |
|---|-----------|-------------------------------|--------------------|----------------------------|-----------------|
| PREAPPROVED ESTIMATED AMOUNTS | | | | ACTUAL AMOUNTS | |
| MEAL TYPE | MEAL RATE | ESTIMATED NUMBER OF ATTENDEES | ESTIMATED SUBTOTAL | ACTUAL NUMBER OF ATTENDEES | ACTUAL SUBTOTAL |
| BREAKFAST | | | | | |
| SNACK 1 | | | | | |
| LUNCH | | | | | |
| SNACK 2 | | | | | |
| DINNER | | | | | |
| ESTIMATED TOTAL COST | | | | ACTUAL TOTAL COST | |
| COMMENTS | | | | | |
| PREAPPROVAL SIGNATURE | | | | | |
| BUREAU DIRECTOR / REGION ENGINEER / OFFICE ADMINISTRATOR APPROVAL | | | | | DATE |

GENERAL INSTRUCTIONS

GENERAL GUIDELINES FOR GROUP MEAL REQUESTS

- All food/beverages must be included in the Group Meal Request.
- No food or beverage purchases can be made with a PCard or PRC without this approval.
- Meal costs must align with State of Michigan group meal rates ([See DTMB Guidelines](#)).
- MDOT snack costs are as follows (determined by MDOT Director):
 - \$4.00 or less per person, per break.
 - \$5.00 or less per person, per break in select cities.
- Mealtimes must align with DTMB approved meal timeframes:

| Meal Type | Time Guidelines |
|-----------|--|
| Breakfast | Meeting must begin by 7:30am. Exceptions for full-day meetings or travel over 1 hour |
| Lunch | Meeting must run from at least 10:00am to 2:00pm |
| AM Break | Meeting must start by 8:00am and end at noon or later |
| PM Break | Meeting must start by noon and end at 4:00pm or later |

FILLING OUT THE FORM

PREAPPROVAL INFORMATION:

EVENT DETAILS

- Event Name: Meeting, conference, or workshop name.
- Event Date: Date event will be held.
- Event Time: Enter event start and end time. If multiple days, enter the details regarding start/end time in the Comments section.
- Event Description/Purpose: Describe the event and why it's needed.
- MDOT Event Coordinator: List the person completing the form.
- Bureau/Region/Division/Office: List the area responsible for this event.
- Supporting Documents Included: These documents should be included with PCard packet or PRC.
- Attachment to Header as a single pdf document.

MEAL COST BREAKDOWN

Preapproved Estimated Amounts:

- Meal Rate: Select the appropriate rate (Lower is standard rate; higher is select city rate).
- Estimated Number of Attendees: Expected number of attendees for whom meals are needed by meal type.
- Estimated Subtotal: Automatically calculates.
- Estimated Total Cost: Automatically calculates.

Actual Amounts (Completed post event):

- Actual Number of Attendees: Actual number of attendees for whom meals are needed by meal type (Must match sign in sheet).
- Actual Subtotal: Automatically calculates.
- Actual Total Cost: Automatically calculates.

PREAPPROVAL SIGNATURE

Follow your normal approval path considering this must be approved by a Bureau Director, Office Administrator or a Region Engineer. PDF Approval Stamp, Digital Signature, Handwritten signature (then scanned in) or OneSpan are acceptable signature types.

POST EVENT PROCESS:
REVIEW & SUBMIT

- PCard or PRC may be used for payment.
- Ensure sales tax was not charged as MDOT is tax exempt.
- The following MUST be attached to PCard Packet or PRC for reconciliation:
 - Approved Form 1993, as applicable.
 - Agenda with date/times.
 - Sign-in sheet (“Absent” for those that confirmed attending but did not attend).
 - Detailed invoice(s).
 - Breakdown of actual per-person cost:
 - Complete the “Actual Amount” fields within the “Meal Cost Breakdown” table.
 - Per person cost must be at or below the current DTMB Group Meal Rates
 - Tips and Delivery Fees are excluded from the per person breakdown. Tips must be 20% or less than total amount.
 - If more were in attendance than the original pre-approved request, please provide justification and approval from Bureau Director.
 - Alternately, if there are a significant number of attendees who do not attend, please provide justification and approval from Bureau Director.

ACCESSIBILITY NOTICE:

Attendees who require mobility, visual, hearing, written or other assistance for effective participation should contact Orlando Curry at (517) 241-7462 or CurryO@Michigan.gov, preferably at least 5 business days prior to the scheduled meeting. Forms are located on the Title VI webpage <https://www.Michigan.gov/MDOT/programs/title-vi>. Requests made after this timeframe will be evaluated and honored to the extent possible.