Foundation

Hospitality Expense Approval Form

Enter Account #: ____________ Account Name: ____________________ Department: ____________________

I. Requester: ______________________________ Phone: _______ Email: ____________________ Mail Drop: ______

II. Name of Event: __________________________ Dates: _______ to _______ Time: _______ # People: __

III. Description & Location of Event:

IV. Business Purpose: Host to Official Guest Meeting of an Administrative Nature

Meeting of a Learned Society/Organization Prospective University Donor Reception

Exception: Other occasions may be reimbursed on an exception basis. All occasions must be approved in advance by the appropriate Vice President/Provost. (Explanation of exception must be noted in VII).

V. Provided: Breakfast Lunch Dinner Light Refreshment

VI. Following Information MUST be Provided/Attached:

1. Estimated Cost of Event

2. Quote/Invoice for Food or Beverages

3. Attendee List (Greater than 12 – Description of a Group, Department and/or Affiliation). (Age 12 and under – individual names, department and/or affiliation).

4. Request for Use of Alcohol (Alcohol being served must be approved 10 days in advance by Divisional Vice President/Provost using form 900-06).

VII. Approvals:

Chair/Department Head: ______________________________ Print Name: ____________________ Date: ________

Dean:____________________________________________ Print Name: ____________________ Date: ________

VP/Provost/Designee:______________________________ Print Name: ____________________ Date: ________

VI. Comments:

(Rev. 07/2009)