

**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:**