Hospitality expenses include entertainment services (e.g., equipment & venue rental, decor, music), food & beverage, awards & prizes, promotional items, etc.

Total hospitality expenses $1,000 or greater
- Pre-approved Hospitality Justification Form required

Total hospitality expenses less than $1,000
- Hospitality Justification Form required for the reconciliation packet or payment request

Exceptions
- e.g., provision of alcohol; exceeds maximum per person rates; includes immediate family members of employees, etc.
- Pre-approved Hospitality Justification Form required

Note: all Hospitality Justification Forms must be included in the reconciliation packet.