

Attachment A: Hospitality Policy Justification Form

Nature of Expense

Attach original itemized receipts or invoices. These establish audit trail for type of expenditure and number of employees. If itemized receipts cannot be obtained or have been lost, a signed statement to that effect is required. On a selected basis, venues may be called to verify that itemized receipts are not available to customers.

Attach credit card receipts. These establish that expense was incurred *and paid* by the employee and not some other individual. Payment in cash, because there is no proof that the individual requesting reimbursement actually was the payer of the expense, is to be on an exception basis only.

Date, Time: _____

Location: _____

Coordinator: _____

Attach Guest List: Include name and relationships of guest to the University, (i.e., faculty, staff, donors, speaker, general public, etc.)

Name	Relationship to University

Benefit to University or University Business Purpose

Statement must be included detailing the benefit to the campus. Given that judgment is very often an intangible but nonetheless critical basis for expenditure (such as Employee Morale), administrators are encouraged to be as specific as reasonably possible when stating the benefit to the campus.

Approval

All expenditures must have the approval of an administrator with authority over the individual submitting the request for expenditure or reimbursement.

Expenditure Distribution Account

ORG	ACT	NACCT	ENDV	FUND	FUNC	RESD
						0000

Submitted by: _____
Printed Name Signature

Approved By: _____
Printed Name Signature

Date: _____