



SAN DIEGO STATE UNIVERSITY

Funds for University Benefit
Including Hospitality and Public Relations

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



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Benefit to University

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 authorized Fiscal Authority Hierarchy (FAH) approver, this approval is to authorize the event and the payment expense approval will route through Oracle once the invoice is received after the event.

Expenditure Distribution Account

ORG	ACT	NACCT	ENDV	FUND	FUNC	RESD
		66025				0000

Submitted By: _____ Date: _____

Admin Approval (optional): _____ Date: _____

FAH Approval: _____ Date: _____