



## Hospitality and Entertainment Pre-Approval Form

Event Name:	_____	ORG Code:	_____
Date(s):	_____	Faculty/Dept:	_____
Location:	_____	Event Time:	_____
Funding	_____	Number of People:	_____
Source(s):	_____		
Overview:	_____		

ESTIMATED EXPENSES	\$ Amount		# of Events	\$ Total
		X		
		X		
		X		
		X		
		X		
TOTAL ESTIMATED COST				

ACTUAL

Submitted By	Signature: _____
Name: _____	Date: _____
Dean/Director/Executive Director	Signature: _____
Name: _____	Date: _____
Vice President/President (if required, per procedures)	Signature: _____
Name: _____	Date: _____

### Notes:

This form must be completed and forwarded for approval at least 2 weeks in advance.

Approval must be in place before any related expenditures can be made.

A signed copy of this form should also accompany related P-Card reconciliation and Expense Reports.

## **FM5 Business and Travel Expense Policy and Procedures– Hospitality Summary**

**Hospitality:** The provision of food and beverages for social or recreational activities, events and functions.

### Section 3.b Hospitality (Procedures)

- i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented.
  - 1.) Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required).
  - 2.) Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head approval.
  - 3.) Purchases of alcohol will not be reimbursed by the University.

### Section 3.f Employee Engagement (Policy)

The Employee Engagement Fund provides each Department/Division with preapproved \$50 per person per fiscal year to be used at the discretion of the Department/Division for activities which enhance employee engagement. Departments/Divisions are responsible for ensuring that the coordination of their activity has minimal impact on the University's operational services.