

Business Unit:

Payable to:

Official Host:

Department:

Contact

Ext

Total Amount:

Cost of Meal per Attendee:

Type of Event:  
Notes:

Type of Hospitality:

Business Purpose of Meeting/Event:

Is this a recurring meeting?

If yes, how often:

Event Location:

Date of Event:

Attendee Name:

Attendee Business Relationship to Campus:

Small group (25 or less) attach list if needed Large group (more than 25) where the names of attendees are unknown a description of the group and estimated cost of the meal per attendee is sufficient.

CEA Approval\*

Signature:

Print Name and Title:

Exception Approval by VP/Provost\*\*

Signature:

Print Name:

\* Cannot approve your own expenses, those of your manager, or events from which you benefit.

\*\* Per person meal exceeded the limit; preapproval alcohol at employee only event; recreational, sporting, or entertainment events; or spouse, domestic partner, significant other, or child.