

Use this form to document pre-approval of hosting expenditures, comply with the Host Expenditures Policy, and support applicable IRS requirements. Attach this form and related documentation to applicable requisitions, vendor payment requests, and reimbursement requests.

1 — EVENT INFORMATION

EVENT TITLE			EVENT TYPE (See Host Expenditures Policy)		
			External	Internal	Internal Meeting
			University-Wide Function/Event		Essential Hosting
EVENT DATE(S)	START TIME	END TIME	EVENT LOCATION		
EVENT DESCRIPTION / BUSINESS PURPOSE					

2 — ATTENDEE INFORMATION

ESTIMATED NUMBER OF ATTENDEES:		COMPLIANCE NOTE: Attendee list or attendee groups (if ≤10).			
ATTENDEE CATEGORIES — CHECK ALL THAT APPLY					
Students	Employees	Prospective Students	Donors / Alumni		
Community Members	Other:				

3 — FUNDING SOURCE

ESSENTIAL HOSTING			
E&G (Fund 111020)	Foundation Reimbursement Funds	Participant-Funded Events	Revenue Funds
OTHER / INTERNAL EVENTS			
Revenue Funds	Exempt Funds	Foundation Reimbursement Funds	
FUND	ORG	ACCT	ACTIVITY / FDTN #

4 — EXPENDITURE DETAILS

TYPE OF HOST EXPENDITURES - CHECK ALL THAT APPLY					
Meals	Refreshments / Snacks / Non-Alcoholic Beverages	Gifts / Tokens of Appreciation	Decorations	Entertainment	Alcohol
Other:		ESTIMATED TOTAL	VENDOR(S)		
Food Service Contract Compliance Confirmed: YES					

5 — AWARDS

Cash Awards Included? YES NO Non-Cash Awards ≥ \$100? YES NO

COMPLIANCE NOTE: If yes: Non-employees require a W-9. Employees require HR & Payroll pre-approval.

MEETING DURATION EXPLAIN CONTINUITY NEED

≥ 3 hours

Agenda Attached: YES

7 — APPROVALS

REQUESTOR NAME REQUESTOR SIGNATURE DATE

APPROVER NAME & TITLE (DEAN/AVP OR ABOVE) APPROVER SIGNATURE DATE

PROCUREMENT REVIEWER PROCUREMENT REVIEWER SIGNATURE DATE

PRESIDENT APPROVAL — REQUIRED FOR UNIVERSITY-WIDE EVENTS DATE

7A — AWARDS REVIEW

Required if Section 5 = YES

HR REVIEWER NAME & TITLE SIGNATURE DATE

PAYROLL REVIEWER NAME & TITLE SIGNATURE DATE

8 — ATTACHMENTS CHECKLIST

- Agenda (required for Internal Meetings)
- Attendee list or attendee groups (if ≥ 10)
- Vendor quotes
- W-9 forms (if applicable)
- HR/Payroll approval (if applicable)
- Other supporting documentation