

**AUTHORIZATION AND DOCUMENTATION FOR  
BUSINESS MEALS AND HOSPITALITY EXPENSES**

*Form is required for all business meals and hospitality expenses charged on a PCard , purchased using a purchase order or supplier invoice.*

*Faculty and staff must adhere to restrictions on the use of federally sponsored funds for payment of meals and hospitality activities. In most cases, business meals and hospitality are not allowable as charges to federal grants and contracts. The Office of Sponsored Projects can provide further information on the charging of grant and contract funds.*

The Business Meals and Hospitality policy is located on the Administrative Policies Website.  
Exceptions require a Senior Officer's approval.  
Breakfast - \$20, Lunch - \$40, and Dinner - \$95; Memorial gifts - \$100; Host/Hostess Gift - \$100.

**Event information (information is required by IRS regulations)**

Date and Time:

Name of Place:

Location:

Amount:

Number of Participants:

Names of Participants\*:

Business purpose:

**\*Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. For large functions, describe the invited group in general terms in this space, and attach the invitation list and program description if applicable.**

**Attach Receipt**

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Sr. Officer Approval (if expenditure exceeds policy)