

*This form is to be completed and submitted with other supporting documentation (i.e., itemized receipt, event/meeting agenda, quote, or invoice) for hospitality related expenses. For detailed information on allowable hospitality expenses and appropriate funding sources, please refer to the [Hospitality Guidelines](http://www.sjsu.edu/finance/policies_guidelines/hospitality/index.html) ([http://www.sjsu.edu/finance/policies\\_guidelines/hospitality/index.html](http://www.sjsu.edu/finance/policies_guidelines/hospitality/index.html)). **Note:** For business meetings or events attended by SJSU employees only, an event/meeting agenda is **required** to be included with the support documentation.*

**Department Information**

1. Contact Name: _____	Email: _____	Phone: _____
2. Department: _____		

**Payment Request Information**

1. Payment Request Method:	Direct Payment	Employee/Student Reimbursement
	Petty Cash	ProCard Requisition
2. What Fund will be used to pay the expense? _____	Amount: \$ _____	
3. Vendor or Employee/Student Name: _____	Vendor ID or Emp/Std ID: _____	

**Expense Description**

1. Type of Expense:	Catering/Food Related (includes supplies and beverages)	Award	Prize
	Promotional Items	Meals with Official Guest or Candidate	Other: _____
2. If supporting documentation is not itemized, Claimant certifies that alcoholic beverages were <b>NOT</b> included in expenses.			<b>Claimant Signature:</b> _____
3. Event Name: _____			
4. Event Dates: _____		Event Location: _____	
5. Describe the business purpose of the event: _____ _____			
6. <b>Small Group-</b> List names of attendees/recipients:	<b>SJSU Employee</b>	<b>Student</b>	<b>Guest</b>
_____			
_____			
_____			
7. <b>Large Group-</b> Number of attendees/recipients	_____		
8. <b>Large Group-</b> Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, <b>or</b> attach a list.			