



Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

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](https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/hospitality-guidelines.php) (<https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/hospitality-guidelines.php>). **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 **NOT** included in expenses. **Claimant Signature:** _____

3. Event Name: _____

4. Event Dates: _____ Event Location: _____

5. Describe the business purpose of the event:

6. **Small Group-** List names of attendees/recipients: **SJSU Employee** **Student** **Guest**

7. **Large Group-** Number of attendees/recipients _____

8. **Large Group-** Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, **or** attach a list.