

*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)¹. **Note:** For business meetings or events attended by SJSU employees only, an event/meeting agenda is **required** to be included with the support documentation.*

I. Requester Information

a. Name: _____ Email: _____
b. Department: _____ Phone: _____

II. Payment Information

a. Supplier Name
or Employee/Student Name: _____ Supplier ID² or Empl/Std ID: _____
b. Payment Method: _____
c. What Fund will be used to pay the expense? _____ Amount: \$ _____

III. Expense Description

a. Type of Expense: _____ Is your receipt itemized? _____
b. If supporting documentation is not itemized, Claimant certifies that alcoholic beverages were NOT included in expenses. **Claimant Signature:**
[in DocuSign] _____
c. Event Name: _____ Event Date(s): _____
d. Event Start and End Time: _____ to _____ Event Location: _____
e. Describe the business purpose of the event or additional expense information.

f. What was the total number of attendees/recipients?
For small groups, specify the number for each category:

Employees	Student Assistants	Students	Guests
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g. For large groups, you must identify university affiliation [e.g. staff, faculty, students, community leaders]. Attaching a list of attendee names with affiliation is allowed.

¹ <https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/hospitality-guidelines.php>

² Enter Supplier ID if known.