

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](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 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. | | | |