



CONCUR HOSPITALITY JUSTIFICATION FORM

Meals (select all that apply):

Breakfast (\$40 per person)

Lunch (\$50 per person)

Dinner (\$85 per person)

Light Refreshments (\$40 per person)

Type of Event:

Type of Hospitality:

Official Host:

Business Purpose of Meeting Event:

Is this a reoccurring meeting?

If yes, how often:

Small group (25 or less) use Attendee List within Concur. Individual names must be listed out. Large group (more than 25, use Group Event 10+ Attendees) where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.

Notes:

Exception Approval by VP/Provost (obtained electronically within Concur)**

** Required for the following Per person meal exceeded the limit; preapproval alcohol at employee only event; recreational, sporting, or entertainment events; or spouse, domestic partner, or significant other of an employee.