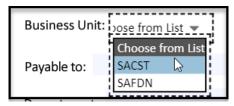
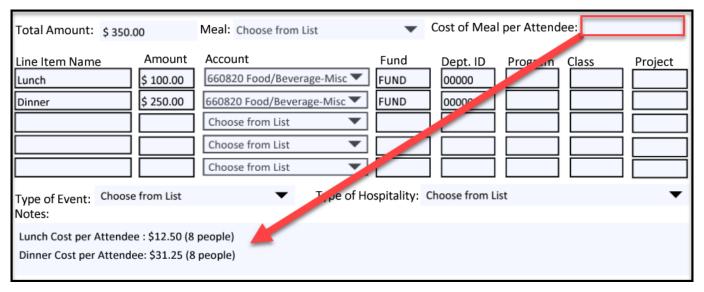


## **Hospitality Justification User Guide**

- 1. Click on the Hospitality Justification Form link to begin filling out the form
- 2. Enter the business unit being used to make the payment.
  - Procard transactions use SACST
  - If splitting funding sources please list one at the top and note the amounts to be processed from each business unit.



- 3. Official Host: must be an individual, not a department, and should be an employee
- 4. Payable to: The person or supplier being reimbursed or paid
  - Procards can list the supplier the purchase was made from
- 5. Total Amount: Total cost of hospitality event related expenses (include tax and tip)
- 6. Cost of Meal per Attendee: Total Amount / Number of Attendees
  - -If multiple meals are being listed on the same form please note the cost of meal per attendee in the notes section below



- 8. Line Item Name: Can be a general description of the item ie. "Lunch", "Dinner"
  - Meant to separate different hospitality expenses for the same event
- 9. Account: Drop down menu is limited
  - if the account number you want to use it not available please note it in the notes section below





- 10. Attendee Lists: Name and Business Relationship required for groups under 25
  - Large group (more than 25) where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient
  - Please list ALL attendees including official host in the designated table

Attendee Name:	Attendee Business Relationship to Campus:
Attendee 1	Official Host
Attendee 2	Student
Attendee 3	Student
Attendee4	Job Candidate
Attendee 5	Professor

- 11. Approval Signatures are **REQUIRED** on the form itself
  - Procard Reconciliation is the only exception

