

## 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

Line Item Name	Amount	Account	Fund	Dept. ID	Program	Class	Project
Lunch	\$ 100.00	660820 Food/Beverage-Misc	FUND	00000			
Dinner	\$ 250.00	660820 Food/Beverage-Misc	FUND	00000			
		Choose from List					
		Choose from List					
		Choose from List					

Type of Event: Choose from List    Type of Hospitality: Choose from List

Notes:  
 Lunch Cost per Attendee : \$12.50 (8 people)  
 Dinner Cost per Attendee: \$31.25 (8 people)

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
Attendee 4	Job Candidate
Attendee 5	Professor

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

Approval*	Exception Approval by VP/Provost**
Signature: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	Signature: <div style="border: 1px solid red; height: 20px; width: 100%;"></div>
Print Name and Title: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>	Print Name: <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>
<p>* Cannot approve your own expenses, those of your manager, or events from which you benefit.</p> <p>** 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.</p>	