



PUNCHOUT SUPPLIER HOSPITALITY JUSTIFICATION FORM

Type of Hospitality:

Type of Event:

Business Purpose of Hospitality Expense (The business purpose must be specific and provide enough information to a third-party reviewer to understand the nature and purpose of the hospitality.):

Is this a reoccurring meeting?

Event Location:

If yes, how often:

Date of Event:

Breakfast (\$40 per person)

Cost of meal per person :

Lunch (\$60 per person)

Cost of meal per person :

Dinner (\$90 per person)

Cost of meal per person :

Light Refreshments (\$40 per person)

Cost of meal per person :

Alcohol (\$30 per person)

Cost of meal per person :

Number of Recipients

Please provide a description of the group if over 10 people and estimated cost of the meal per attendee in the box below.

Small group (10 or less - see page 2)

Large group (more than 10 - see below)

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

** 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.



HOSPITALITY JUSTIFICATION FORM

Recipient Name

Recipient Business Relationship to Campus

- 1.
- 2.
- 3.
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