

*INSTRUCTIONS: Complete this form using Adobe (not web browser), submit to your department for approval, then attach a copy to all related expenses. It is recommended to sign via Fill & Sign tool rather than Adobe Sign.*

<b>Event name:</b>	<b>Date(s):</b>
<b>Event type:</b>	<b>Location of event:</b>
<b>Business purpose (must be specific and provide enough info to a third-party reviewer to understand the nature and purpose):</b>	

**What types of Hospitality will be included in this event? Select all applicable categories.**

**Food & beverage (excluding alcohol):**

	<b>MEAL(S): (check all that apply to this event)</b> Breakfast (\$30 max per person) Lunch (\$50 max per person) Dinner (\$80 max per person) Light Refreshments (\$25 max per person)	<b>Estimated attendance per meal:</b>  <b>Estimated total cost of meals for entire event:</b>
SELECT ONLY ONE	<i>Employees only</i>	<ol style="list-style-type: none"> <li>1. What time is the event? _____ to _____</li> <li>2. Could this event be successfully carried out without providing a meal?</li> <li>3. Is the meeting reoccurring?     a. If yes: This is event # ____ of ____ for current fiscal year.</li> <li>4. Agenda and attendee list required with expense (please attach)</li> <li>5. AVP or VP approval required on page 2</li> </ol>
	Hiring committee and candidate(s)	Attendee list must be added to each meal receipt and is required when submitting expense
	<i>Employees &amp; Official Guests only</i>	Attendee list (including guests' business relationship to the campus) required when submitting expense (please attach)
	Students, campus-wide, open invite, or public event	Event flyer required (please attach)
	Spouse/partner of employee included	President/Designee approval required on page 2
	If this box is checked, a Hospitality Meal Worksheet will be required to be attached to each meal receipt/invoice.	

**Other:**

<b>Promotional Items</b>	<ul style="list-style-type: none"> <li>Low dollar value items such as keychains, lanyards, reusable beverage containers, pennants, basic t-shirts used to promote the campus to prospective students</li> <li>May not be distributed as thank you gifts or tokens of appreciation</li> <li>May not be given to employees</li> </ul>
<b>Awards to students</b> for academic excellence	<p><b>SELECT ITEM TYPE:</b> Gift card or meal voucher \$50 max Non-monetary item \$100 max</p> <ul style="list-style-type: none"> <li>Specific criteria were met to qualify for the award</li> <li>It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients.</li> <li>Department is also responsible for reporting non-cash awards provided to students to Accounting Services staff, who are responsible for tracking the cumulative value of non-cash awards or prizes and notifying the IRS should the cumulative value of non-cash awards meet or exceed \$600 during a calendar year, which the University is required to report as income to the recipient.</li> </ul>
<b>Award to employees</b> for official award presentation (no food or beverage) for 5+ years of service retirement award	<ul style="list-style-type: none"> <li>Award example: engraved plaque, clock, etc.</li> <li>Cannot exceed \$100, inclusive of all customization fees</li> <li>Retirement <i>gifts</i> are not permitted using State funds</li> </ul>

	<b>Incentive for participation</b> in a survey, door prize drawing (excludes raffles), Toro Rewards, or distribution of Campus Food Pantry meal vouchers	<b>ITEM TYPE:</b> Gift card or meal voucher \$50 max Non-monetary item \$100 max <ul style="list-style-type: none"> <li>Given to students: It is the responsibility of the department conferring the award to notify the Financial Aid Office of cash and cash-equivalent awards given to students, including the student identification number of award recipients.</li> <li>Given to employees: It is the responsibility of the department conferring the prize to notify Payroll of cash and cash-equivalent awards given to employees by completing forms STD 676P for cash &amp; cash equivalent awards and STD 676V for non-cash awards and submitting to Payroll for processing. Payroll department will enter the employee's SSN information on these forms. NOTE: Gift Cards that can be used ONLY on campus are exempt from this Payroll reporting.</li> </ul>
	<b>Entertainment services</b> for public event with business purpose (décor, equipment and venue rental, music, performers)	Décor not permitted for offices or holidays
	<b>Entertainment event</b> (admission tickets, recreational, sporting)	Requires President/Designee approval below

Total estimated cost of this entire event:

Requested by:	Date:	Dept ID:
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***I have reviewed the details of this event and have verified the expenses are necessary, reasonable, appropriate to the occasion, and consistent with the fiduciary responsibilities of the University.***

Fiscal Officer/ARM:	Signature:	Date:
Dean/AVP:	Signature:	Date:

**If this box is checked, AVP or VP approval is required below for employee-only meal:**

Name:	Signature:	Date:
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**If this box is checked, President/Designee approval is required below for entertainment event, or inclusion of employee's spouse, domestic partner, or significant other:**

Name:	Signature:	Date:
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**If this box is checked, you must also attach a Gift Card Authorization Form.**