HOSPITALITY APPROVAL FORM

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EDUCATIONAL/TRAINING EXPENSES: Training costs including light refreshments or meals served during seminars, workshops, professional meetings, or conferences. Hospitality Form required for food over $30.00. (Account Code 62809)

ENTERTAINMENT: Costs related to university approved entertainment. A Hospitality Approval form is required if over $30.00. Receipt documentation should include a list of attendees. (Account Code 62824)

RECRUITING: Travel meals lodging for position candidates and prospective athletes. Not Advertising (See 62316 & 62317 for advertising.) Hospitality form and participant list required for food over $30.00. (Account Code 62815)

G&C SEMINAR EXPENSES: Light refreshments or meals provided during G&C seminars. (Account Code 62145)

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DATE: __________________________

PERMISSION IS REQUESTED TO USE _________________________________________ FUNDS

(Department Name & Account Number)

FOR __________________________________________________  DATE: _____________________

(Refreshments, Breakfast, Lunch, Dinner)

FUNCTION

_______________________________________________________________________________

_______________________________________________________________________________

NAME OF GUEST (S) OR GROUP AT FUNCTION _________________________________________

NUMBER OF PERSONS FROM __________________________ AND __________________________

(Other Units, Etc.)   (MSU)

OFFICIAL HOST: ____________________________ AMOUNT REQUESTED __________________

($30.00 or More)

DEPARTMENT HEAD APPROVAL ___________________________________  DATE ___________

DEAN/VP APPROVAL ________________________________________________ DATE ___________

(Must be signed if amount exceeds $50.00 or more than one MSU representative is present.)

OFFICE OF SPONSORED PROGRAMS APPROVAL ___________________________________

DATE ______________

(Valid for FUNDS 426XXX  through 429999 and 4WXXXX)

*****THE HOSPITALITY APPROVAL FORM MUST BE APPROVED PRIOR TO THE DATE OF

THE EVENT.

NOTE: ALL EXPENSES MUST MEET THE GUIDELINES IN THE MSU BUSINESS

PROCEDURES MANUAL