



HOSPITALITY | REFRESHMENTS | MEALS
APPROVAL FORM

- Completion of the following form is required prior to all hospitality events, refreshments and business meal expenses that exceed \$50.
- The amount requested should cover the total cost of the hospitality. If the expense exceeds the approved amount, the amount requested must be updated and initialed by the requestor and reauthorized with signatures from all approvers.
- Hospitality funded by Sponsored Programs or Facilities & Admin (F&A) funds must have OSP or REDGE approval prior to the event.
- Semester-long approvals for recurring events with static attendee lists may be allowed on a case-by-case basis.

Event Details:

Function/Event Title \_\_\_\_\_ Event Date \_\_\_\_\_

Request (e.g. Refreshments/Breakfast/Lunch/Dinner) \_\_\_\_\_ Official Host (NOTE: cannot approve form) \_\_\_\_\_

Amount Requested (\$) \_\_\_\_\_ Funding Source (Dept Name/Index Number) \_\_\_\_\_ # MSU Participants \_\_\_\_\_ # Other Participants \_\_\_\_\_

Hospitality Category:

- OSP Seminar Expenses: Light refreshments or meals provided during OSP seminars. Participant list required. (Code 62145)
Education/Research Training Expenses: Costs including light refreshments or meals served during seminars, workshops, professional meetings, or conferences. Participant list required. Campus employees in travel status and eligible for meal allowances (per diem) are not eligible for per diem when a meal is covered/provided by a business meal expense. (Business Meals – Training | Code 62809)
Entertainment: Costs for approved entertainment, community relations, or public relations for official guests or visitors that are directly related to the objectives of the University. Participant list required. Campus employees in travel status and eligible for meal allowances (per diem) are not eligible for per diem when a meal is covered/provided by a business meal expense. Entertainment is not allowed on sponsored program or F&A funding. (Business Meals – Entertainment | Code 62824)
Grocery: Miscellaneous food items purchased for group meal preparation for remote research/work with students or other non-employees; if groceries are purchased for group remote travel, the state must be reimbursed for meal charges in excess of per diem. Please show per diem calculations. Participant list required. (Code 62264)
Student Recruiting: Refreshments or meals for prospective students or student-athletes. Participant list required. (Recruiting | Code 62815)
Job Candidate Expense (Non-OSP): Expenditures for food incurred by, or on behalf of, interviewees visiting the University. Participant list required. (Code 62826)
Job Candidate Expense (OSP/VPREDGE): Expenditures for food incurred by, or on behalf of, interviewees visiting the University. Participant list required. (Recruiting Non-Advertising | Code 62815)
Program/Education/Training Expense: Food items required for the conduct of a specific activity identified by a program name, e.g., favor bag with bottled water and granola bar. (Program Expense | Code 62280)

Participant Details: (please check option below and attach additional documentation as required)

- Private meeting/meal/event (must attach a participant list)
Event open to the public; event flyer or other program documentation attached

Approval Signatures:

- If the requested amount exceeds \$75, both the Department Head/Director and the Department Head's supervisor must approve the expenditure request.
The appropriate Dean or VP must sign the Hospitality Approval Form if more than one MSU employee is attending.
OSP Fiscal Manager Approval required for indexes 426xxx - 429999; 4Wxxxx; and VP REDGE Budget Director for indexes 436xxx - 438xxx

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_
Dept Head's Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Dean/VP Signature \_\_\_\_\_ Date \_\_\_\_\_
OSP / VP REDGE Signature \_\_\_\_\_ Date \_\_\_\_\_

When completed, attach this form with all required documentation and the itemized invoice(s)/receipt(s) to the reimbursement request BPA or the Chrome River expense report.