



HOSPITALITY APPROVAL FORM

- _____ **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 of official guests or visitors. 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)
- _____ **OSP Seminar Expenses:** Light refreshments or meals provided during OSP seminars. (Account Code 62145)

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, 436XXX through 438XXX)

*****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