

California State University, Fresno

Hospitality Justification Form

Prior to incurring a hospitality expense, be sure the expense will be in compliance with University Policy B-24. Expenditures not in compliance with University Policy B-24 will **NOT** be paid by the University. The Dean/Director responsible for the department incurring the expense is responsible for providing another funding source when expenses are not in compliance with University Policy B-24.

Purchase Type: PCard Print Shop Catering Employee Expense Reimbursement

Note: If none of the above are applicable, the request must go through the Procure to Pay (P2P) system.

PeopleSoft Fund number

Type of event & Business Purpose (i.e., Business Meeting, host of official guest, employee recognition, etc.):

One Time Event Recurring Event (Frequency)

Expected benefit to the University's educational mission:

Non-Food Item(s) Hospitality (i.e. gifts, promotional products, etc.):

Who will be receiving the items (check all that apply):

Faculty/Staff Students Community Members

Food Related Hospitality:

Hospitality occurrence: Date(s) Start Time(s) End Time(s)

Location

Name and/or description of hospitality occurrence (attach event announcement if it exists):

Number of University employees attending Are employees from the same work location? Yes No

Same work location is defined as employees who work for/under the same Director/Dean and at the same physical location. When all participants are from the same work location, then operating funds (all 90xxx, 485xx, and 467xx funds) cannot be used.

Number of students attending Number of Off-Campus Participants

Meal Cost per person

E/S/O	Participant Name/Group Description	E/S/O	Participant Name/Group Description

E= Employee, S=Student, O= Official Guest

University Controller

Date