University of Kansas
Detail for Official Hospitality/Food/Beverages

KU policy states : *"All expenditures for food or beverages must be for a University business purpose which bears a valid relationship to the mission of the university."*

Requesting Unit | **Contact Name** | **Contact Phone**

Official Hosts sponsoring event/gathering *(complete if other than KU unit)* : | **Date of Event**

Vendor Name | **Amount Requested**

Name of Function | **Location**

Funding Source:

Fund | **Account** | **Cost Center** | **Project/KUEA Account #:** | **CF1**

Mark One:

- ☐ Requirement for Business Setting – Food/beverages provided to staff or guests in support of an official business setting (conference, workshop, training session) and are an essential/important ingredient for success, not merely a hospitality enhancement. Justification required below.
- ☐ Requirement for Recruitment – Food/beverages provided to staff, candidate, or guests in support of employee recruitment. Justification required below.
- ☐ Student Fees Collected – Food/beverages are supported by student fees designated for the purpose of administering various student programs. Justification required below.
- ☐ Participant Fees Collected – Food/beverages are supported by fees collected from the participants (conference registration fee, banquet fee, etc.). Justification required below.
- ☐ Granting Agency or Sponsor Approved – Food/beverages are an approved expenditure by granting agency or sponsor. Justification on how this relates to grant or sponsored project required below.
- ☐ Other Entertainment expense allowed under "Reimbursement of Entertainment Expenses" policy but not allowed under usage of State or KUCR funds. **(KUEA ONLY)**

Justification:

KU attendees/invited:

Non-KU Guests in attendance/invited:

Attach separate page listing attendees if space not available.

The submission of this form certifies that authorized approval has been received for funding source used and that in connection with the requested payment for food/beverages:

Food/beverages were not provided in a largely social unstructured setting, such as a reception, party, or gathering with no clear official business purpose.
No state employees receiving meals have or will claim subsistence.

Revised: 3/25/15