

## HOSPITALITY APPROVAL FORM

**This fully approved form is required prior to all hospitality events, refreshments and business meal expenses that exceed \$100.**

- The amount requested should cover the total cost of the hospitality. If the expense exceeds the approved amount by more than 15%, the amount must be updated, initialed by the requestor, and reauthorized with necessary signatures.
- Hospitality funded by Sponsored Programs or F&A funds must have OSP or RED approval prior to the event.
- Invited participant lists are ALWAYS required unless it is a public event, in which case the flyer or program should be attached in lieu of participant list.
- An individual form is required for each event. An event can either occur for a single meal, single day, or over consecutive days. If the form is for multiple consecutive days, please include an agenda for the event noting when hospitality will occur.

### Types of Allowable Hospitality:

- OSP Seminar, Program/Education/Training Activity, or Job Candidate Expense
- 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. Not allowed on sponsored programs or F&A funding.
- Hospitality is not allowed in travel status unless serving as the official host of an event.

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

- ☐ Private meeting/meal/event; proposed participant list attached
- ☐ Event open to the public; event flyer or other program documentation attached

### Event Details:

Function/Event Title

Event Date(s)

Host (**NOTE:** cannot approve form)

Funding Source (*Index*)

# MSU Participants

# Other Participants

Amount Requested (\$)

Estimated \$ per Participant

Please include a description of the business purpose of the event, including who is involved, what the event entails, and the type of hospitality that will be provided (i.e. refreshments, breakfast, etc.). If using OSP or RED funds, a description of the impact on research and an attached agenda is required:

### Approval Signatures:

- If the requested amount exceeds \$30 per participant or \$500 total, both the Department Head/Director and their supervisor must approve the expenditure request.
- OSP Research Administrator Approval required for indexes 426xxx - 429999; 4Wxxxx; and VP RED Budget Director for indexes 436xxx - 438xxx

Requestor Signature

Date

Department Head/Director Signature

Date

Dean/VP Signature (Supervisor)

Date

OSP / VPRED Signature

Date