

**AUTHORIZATION AND DOCUMENTATION FOR
BUSINESS MEALS AND HOSPITALITY EXPENSES**

*Form is required when
expenditure is reported in a travel expense report or
when a PCard is used for the purchase (attach PCard receipt to form and file with other PCard receipts).*

Faculty and staff must adhere to restrictions on the use of federally sponsored funds for payment of meals and hospitality activities. In most cases, business meals and hospitality are not allowable as charges to federal grants and contracts. The Office of Sponsored Projects can provide further information on the charging of grant and contract funds.

If charged against a 5-ledger account, approved by OSP _____

Business Meals and Hospitality policies are located at:

www.brown.edu/Administration/Controllers_Office/payable/hospitality/ . Exceptions require a Sr. Officer approval.

Breakfast - \$20, Lunch - \$40, and Dinner - \$75; Memorial gifts - \$75; Host/Hostess Gift - \$100.

All fields are required

Processing Information

Account number: _____

Account Description: _____

Host name and title: _____

Authorized Approver (Print)

Authorized Approver (Signature)

Date

Event information (information is required by IRS regulations)

Date and Time: _____

Name of Place: _____

Location: _____

Amount: _____

Number of Participants: _____

Names of
Participants*: _____

Business
purpose: _____

***Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. For large functions, describe the invited group in general terms in this space, and attach the invitation list and program description if applicable.**

