

BUSINESS MEALS AND HOSPITALITY EXPENSES

This form authorizes and documents business meals and hospitality expenses. 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.

The [Business Meals and Hospitality](#) policy can be found on the University Policies page.

BUSINESS MEALS

Meal allowances: Breakfast-\$20, Lunch-\$40, and Dinner-\$100

Departments may elect to impose stricter control over expenditures than those allowed.

Exceptions require Senior Officer Approval (SOA).

Event information (information is required by IRS regulations)

Date and Time:

Name of Place:

Location:

Amount:

Number of Participants:

Names of Participants (Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. If more than 10, describe the invited group and attach the program description if available):

Business Purpose:

HOSPITALITY EXPENSES

Memorial gifts - \$100; Host/Hostess Gift - \$100

Recipient Name:

Amount:

Reason for Gift: