

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

*Form is required for all business meals and hospitality expenses charged on a PCard , purchased using a purchase order or supplier invoice, or reimbursed as an employee expense.*

*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.*

Business Meals and Hospitality policies are located at:

[www.brown.edu/Administration/Controllers\\_Office/payable/hospitality/](http://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.

**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.**

**Attach Receipt**

\_\_\_\_\_  
Sr. Officer Approval (if expenditure exceeds policy)