## University of Kansas Detail for Official Hospitality/Food/Beverages

Attach separate page listing attendees if space not available.

KU policy states: "All expenditure mission of the university."	res for food or beverages r	must be for a University busine	ss purpose which bears a valid relationship to the
Requesting Unit		Contact Name	Contact Phone
Official Hosts sponsorin	g event/gathering <i>(complete if oth</i>	ner than KU unit):	Date of Event
emolal needs spendening	g overlagamening (complete ii oui	or dan rec amy.	
Vendor N	lame	<u> </u>	Amount Requested
Name of Fu	nction		Location
Funding Source:			
Fund Account	Cost Center	Project/KUEA Account #:	CF1
workshop, training session) a required below.	nd are an essential/importar	nt ingredient for success, not me	of an official business setting (conference, rely a hospitality enhancement. Justification
Requirement for Recruitment – Food/beverages provided to staff, candidate, or guests in support of employee recruitment. Justification required below.			
Student Fees Collected – Foo programs. Justification require		by student fees designated for the	ne purpose of administering various student
Participant Fees Collected – etc.). Justification required be	=	ted by fees collected from the pa	rticipants (conference registration fee, banquet fee,
Granting Agency or Sponsor this relates to grant or sponsor		s are an approved expenditure by	granting agency or sponsor. Justification on how
Other Entertainment expense KUCR funds. (KUEA ONLY)		nent of Entertainment Expenses"	policy but not allowed under usage of State or
Do any aspects of this even Financial Officer or designe Chief Financial Off	e.	ursement Expenses policy? If	so, please seek the approval of the Chief
Justification:			
KU attendees/invited:			
No attendees/invited.			
Non VII Overta in attende	lim it a d		
Non-KU Guests in attendance	MINVITEC:		

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: 8/7/2019