



HOSPITALITY JUSTIFICATION FORM

Type of Hospitality: _____ Official Host (Must be an Employee): _____
 Type of Event: _____ Department: _____
 Business Purpose of Hospitality Expense (Why was the expense necessary?): _____ Contact: _____ Ext: _____

Business Unit	Transaction Name	Amount	Account	Is this a reoccurring meeting?
				If yes, how often:
				Event Location:
				Date of Event:

Total Amount:

Notes:

Breakfast (\$40 per person)	Number of Recipients
Lunch (\$50 per person)	Small group (25 or less - see page 2)
Dinner (\$85 per person)	Large group (more than 25 - see below)
Light Refreshments (\$40 per person)	

Cost of meal per person :

Please provide a description of the group if over 25 people and estimated cost of the meal per attendee in the box below.

Approval* I certify that I did not attend this event and a manager or above of the official host
Signature: _____

Exception Approval by VP/Provost**
Signature: _____

Print Name and Title: _____

Print Name: _____

- * Cannot approve your own expenses, events you attended, those of your manager, or events from which you benefit.
- ** Per person meal exceeded the limit; preapproval alcohol at employee only event; recreational, sporting, or entertainment events; or spouse, domestic partner, or significant other of an employee.

Quick Links

[ABA Forms Page](#)
[Hospitality Procedures](#)
[Sign Up for Hospitality 101 !](#)
[For AP Questions, Please email Aba-fins-ap-travel@csus.edu](mailto:Aba-fins-ap-travel@csus.edu)

[Hospitality Justification Form User Guide](#)
[Hospitality Web Page and FAQs](#)
[Sample Distribution Log](#)
[For Procard Questions, Please email Procard@csus.edu](mailto:Procard@csus.edu)

HOSPITALITY JUSTIFICATION FORM

Recipient Name

Recipient Business Relationship to Campus

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