

Event Expense Summary

For the complete Meals and Refreshments Policy please see #6240.

SECTION I. Payment Method *(follow instructions below for specified payment method)*

Interdepartmental Charge (University Services): Retain form on file in your department. *

P-Card: Retain form with your department's P-Card records.*

Reimbursement to Employee: attach this form to the Expense Report created in Oracle Financials Cloud (OFC).

Payment to Supplier: attach this form to an Invoice Payment created in Oracle Financials Cloud (OFC).

**Forms retained in department may be requested for review by internal and external auditors.*

SECTION II. Event Description and Totals

Event held on Campus?

Yes

No

Event Date:

Start Time:

End Time:

A. Number of Attendees:

B. Cost of meals/refreshments:

Cost Per Person: *B total divided by A total*

C. Cost of Alcohol for Event:*

D. Cost of **Other** for the event:**

Total Invoice: *Add totals from B, C, and D*

** Alcohol may not be charged to P-Card and must be paid from a designated PR fund.*

*** Other includes items such as: linens, room rental, setup, etc...*

SECTION III. Business Purpose and Funding Information

Funding Type:

Appropriated

Grant/Restricted

Local

Public Relations

For employee only meals, please certify the Dean or VP pre-approved the expense Yes

**Academic areas require dean's signature to authorize. Dean's must have VP signature. VP's must have President's signature.*

Documentation of approval to be retained in department to be presented in the event of audit.

Enter the Business Purpose for this event in the box below:

In addition to this form please attach the following:

- Invoice or Itemized receipt providing proof of payment
- Agenda, invitation, or flyer
- List of attendees and affiliation

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