

INSTRUCTIONS FOR COMPLETING FORM ON-LINE

**MONTANA STATE UNIVERSITY - BILLINGS
HOSPITALITY APPROVAL FORM**

- ___62809 Educational Expenses: Workshops, seminars, and conferences requiring hospitality.
___62205 Food: Costs related to university events. May only be used by student government, specific grants, agency (601XXX), residence hall, and other fund accounts with **prior** approval from Vice Chancellors or Dean of Academic & Student support.

THIS FORM MUST BE APPROVED PRIOR TO THE EVENT

In accordance with the Board of Regents Item 12-006-R0676 and University policy, expenditure of University funds for hospitality requires the following information be completed and approved prior to an event. **Expenses above \$30.00 for hospitality will not be reimbursed without prior approval.**

Please complete the following:

Name of Event/ Function/ Person: _____

Date of Event: _____

For: _____ At/By: _____
(Refreshments, meals entertainment)

Estimated cost: \$ _____ Requested By: _____
(Official Host)

Department Name: _____ Index Number: _____

Additional Event Information: _____

Fund Controller: _____ Date: _____

Approved by: _____ Date: _____
(Chancellor, Vice Chancellor, Dean of Academic & Student Support)

This form must be used for all hospitality charges estimated to be more than \$30.00.

State funds may not be used to pay for alcoholic beverages.

Please forward this form to the Business Office.