



# HOSPITALITY APPROVAL FORM

- \_\_\_\_\_ **Educational Expenses:** Light refreshments or meals served during seminars, workshops, professional meetings, or conferences (Account Code 62809)
- \_\_\_\_\_ **Entertainment:** Light refreshments or meals during a visit by an invited guest(s), receptions, or special ceremonies. (Account Code 62824)
- \_\_\_\_\_ **Recruiting:** Light refreshments or meals provided during visits by prospective employees or position candidates. (Account Code 62815 )
- \_\_\_\_\_ **G&C Seminar Expenses:** Light refreshments or meals provided during G&C seminars. (Account Code 62145 )

DATE: \_\_\_\_\_

PERMISSION IS REQUESTED TO USE \_\_\_\_\_  
(Department Name & Index Number)

FOR \_\_\_\_\_ DATE: \_\_\_\_\_  
(Refreshments, Breakfast, Lunch, Dinner)

FUNCTION \_\_\_\_\_

NAME OF GUEST (S) OR GROUP AT FUNCTION \_\_\_\_\_

NUMBER OF PERSONS FROM \_\_\_\_\_ AND \_\_\_\_\_  
(Other Units, Etc.) (MSUB)

OFFICIAL HOST: \_\_\_\_\_ AMOUNT REQUESTED \_\_\_\_\_  
( \$30.00 or More)

DEPARTMENT HEAD APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

DEAN/VC/CHANCELLOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_  
(Must be signed if amount exceeds \$50.00 or more than one MSUB representative is present.)

OFFICE OF SPONSORED PROGRAMS APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*THE HOSPITALITY APPROVAL FORM MUST BE APPROVED PRIOR TO THE DATE OF THE EVENT.

**NOTE: ALL EXPENSES MUST MEET THE GUIDELINES IN THE MSUB BUSINESS PROCEDURES MANUAL AND BOARD OF REGENTS POLICY 205.4**