

Hospitality Justification Form

Required for hospitality related expenses including, but not limited to, entertainment services, food and beverages, awards and incentives, and promotional items. Attach this completed form to your purchase requisition or disbursement request.

Name of Host/Sponsor: _____

Date, Time: _____ Location: _____

Guest List: If there are 10 or more attendees, please attach a guest list that includes the name and relationships of guest to the Research Foundation/University, (i.e., donor, faculty/staff, student, prospective student, official guest, etc.)

Name	Relationship to University

Type of Hospitality: _____

Type of Event: _____

Type of Meal: _____

Estimated Cost Per Attendee: _____

See the Hospitality Policy Exhibit A for maximum amounts per person.

Will there be alcoholic beverages served at the event? _____

Have you obtained a catering waiver if not using Aztec Shops for on campus catering? Yes No

If this is a recurring meeting, what is the frequency: _____

Business Purpose / Benefit to SDSU Research Foundation/University – Please describe the business purpose / benefit to the SDSURF/University. Given that judgment is very often an intangible but nonetheless critical basis for an expenditure, be as specific as possible when providing the business purpose and benefit to SDSURF/University.

Expenditure Distribution Account

Fund	Org	Account	Project

Approval (You may not approve your own expenses or those of your supervisor) *Approval indicates that you deem this hospitality expense is necessary, appropriate to the occasion, reasonable in amount and serves a purpose consistent with the mission and fiduciary responsibilities of SDSURF/ University. (See Section II. F. Approval of Transactions and Documentation of the [Hospitality Policy](#) for further explanation).*

Project Approver (print & sign): _____ Date: _____

SDSURF Approver (print & sign): _____ Date: _____

Additional Approver (print & sign): _____ Date: _____

As the SDSURF Approval Authority, I have authorization to provide fiscal approval of this expense and verify the proper use of funds.