

Hospitality Checklist- Requestor

- Ensure Hospitality Justification Form is approved prior to incurring any expenses
- Hospitality expense is necessary, appropriate, and serves a bona fide business purpose, having a direct or indirect benefit to the University
- Review the hospitality policy to ensure the expense is allowable per the policy
- Review hospitality policy to ensure the appropriate funding source is being used
- Include a detailed description of the intended expense, provide required supporting documentation
- Ensure the appropriate chartfields are being utilized
- Ensure the correct vendor information is put on the form, ensure necessary vendor forms are filled out ahead of intended payment dates
 - If the P-card is being used for payment, vendor should be the name of the vendor providing service or good
 - If an employee is being reimbursed, the employee should be named as the vendor
- Appropriate signatures have been secured for the Hospitality Justification Form
 - Is DOA for approver on file? If no, fill out Hospitality DOA Form and submit to accounts payable
 - Approver is not benefitting from the hospitality expense
- If meals are included, expenses are within allowable per person limits
- If meals are for a meeting:
 - Employees cannot purchase a meal and discuss business to obtain reimbursement if conversation can be had during business hours
 - Hospitality for meetings are not frequent, occurring 12 times or less per year
- # of attendees is included
 - Sign-in sheet is collected and attached to expense reconciliation
- If hospitality contains promotional items with employees, are they within the acceptable limits?
 - If above the limits, ensure the correct forms are filled out and submitted to include in wages
- If an agenda is available, remember to attach it.