

Hospitality Expense Form

Procedure:

1. Complete form no later than (10) business days prior to the proposed hospitality expense.
2. Reference LSU *Hospitality Expense Policy* for allowable hospitality request(s).
3. If hospitality benefit is exclusive to individuals, provide an attached list of names, titles, and affiliations of event attendees.
4. Attach this form to the completed and approved department requisition.
5. Pending approval or denial will follow normal business-purchasing procedures.

Requestor Name: _____ **Position/Title:** _____

Amount Requested: _____ **Submission Date:** _____

Description of Hospitality:

Event Name: _____ **Event Date(s):** _____

Explanation of benefit to be derived from the event/hospitality expense:

Is there an alternative that can accomplish desired objective? Yes No

*If yes, please provide explanation below:

Approving Authority Use Only

Approved Denied

Executive Director or Designee Signature & Date

Account to be Charged: _____