

This form is to be completed and submitted with other supporting documentation (i.e., itemized receipt, event/meeting agenda or quote) for hospitality related expenses. For detailed information on allowable hospitality expenses and appropriate funding sources, please refer to the [Hospitality Guidelines](#) Note: For business meetings or events attended by CSUMB employees only, an event/meeting agenda is required to be included with the support documentation.

Department Information

1. Contact Name: _____ Email: _____ Phone: _____
2. Department: _____

Payment Request Information

1. Payment Request Method: Personal Reimbursement Direct Pay Purchase Order
 Petty Cash Procard
2. What Fund will be used to pay the expense? _____ Amount: \$ _____
3. Vendor or Employee/Student Name: _____ Vendor ID or Emp/Std ID: _____

Expense Description

1. Type of Expense: Awards and prizes Promotional items Entertainment services Food and beverage Other: _____
 Approved Vendor for Promotional Items Yes No
2. If supporting documentation is not itemized, Claimant certifies that alcoholic beverages were **NOT** included in expenses. Payee's Signature: _____
3. Event Name: _____
4. Event Date(s): _____ Event Location: _____
5. Describe the business purpose of the event:

6. **Small Group**- List names of attendees/recipients: **CSU Employee** **Student** **Guest**

7. **Large Group**- Number of attendees/recipients _____
Large Group- Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, *or* attach a list.