

I. Requester Information

## **Hospitality Expense Justification**

Strategic Sourcing – Payment Services

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

This form is to be completed and submitted with other supporting documentation (i.e., itemized receipt, event/meeting agenda, quote, or invoice) for hospitality related expenses. For detailed information on allowable hospitality expenses and appropriate funding sources, please refer to the Hospitality Guidelines<sup>1</sup>. **Note:** For business meetings or events attended by SJSU employees only, an event/meeting agenda is <u>required</u> to be included with the support documentation.

a.	Name:	Email:
b.	Department:	Phone:
II. Payment Information		
a.	Supplier Name or Employee/Student Name:	Supplier ID <sup>2</sup> or Empl/Std ID:
b.	Payment Method:	
C.	What Fund will be used to pay the expense?	Amount: \$
III. Expense Description		
a.	Type of Expense:	Is your receipt itemized?
b.	If supporting documentation is not itemized, Claimant certifies that alcoholic beverages were NOT included in expenses.	Claimant Signature: [in DocuSign]
C.	Event Name:	Event Date(s):
d.	Event Start and End Time: to	Event Location:
e. Describe the business purpose of the event or additional expense information.		
f.	What was the total number of attendees/recipients?	
	For small groups, specify the number for each category:	
	Employees Student Assistants	Students Guests
g.	For large groups, you must identify university affiliation [e.g. staff, faculty, students, community leaders]. Attaching a list of attendee names with affiliation is allowed.	

<sup>&</sup>lt;sup>1</sup> https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/hospitality-guidelines.php

<sup>&</sup>lt;sup>2</sup> Enter Supplier ID if known.