

# Documentation for Expenses Related to Official Functions, Training, Recruiting and Sponsor Functions

**WHO** will attend this event?

Please list names (if more than ten, list the number and categories i.e. "15 students and 20 faculty").

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**WHAT** is this expense for?

Breakfast       Lunch       Dinner       Coffee Service  
 Decorations       Hors D'oevres       Snack  
Other: \_\_\_\_\_

**WHEN** will the event be held? \_\_\_\_\_ **WHERE** will the event take place? \_\_\_\_\_

**WHY** will the event be held?

Training       Recruiting       Client Meeting       Staff Meeting  
 Fund Raiser       Recognition       Team Meeting  
Other: \_\_\_\_\_

**How** did the event **BENEFIT** the University?

- Extended contact to include normal meal times.
- Created an atmosphere necessary to attain goal (cited in "WHY" above).
- Encouraged event participation to attain goal (cited in "WHY" above).
- Enhanced social interactions to build community.
- Rewarded outstanding performance (by an employee or other).
- Provided a forum to raise awareness of an issue.
- Provided an opportunity to welcome visitors.
- Provided a setting to foster vital contributions toward the selection of a best candidate.

Other: \_\_\_\_\_

**If this is being paid on a 5-3 account or cost share account complete section below:**

A sponsor-approved function should be of benefit to the 5-3 project. If a function is planned for the project, it should be shown in the proposal and approved by the sponsor. If the need for an unplanned function arises, prior sponsor approval may be required. If prior sponsor approval is not required, a statement explaining how the function is necessary to the project must be written for the project file.

Was this expense budgeted in the proposal and approved by the sponsor? \_\_\_\_ Yes \_\_\_\_ No

**WHY** is the event necessary and **HOW** does it benefit the sponsored project?

(Providing meals on sponsored projects is allowable if it has a business purpose to the project. The opportunity to welcome visitors is not an acceptable justification for sponsored projects.)

**Providing meals for FEDERAL EMPLOYEES is not allowed.**

**Alcoholic beverages are not allowed on 5-3 projects.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Official Function Approver Signature**