



## Engineering Business Office

### DOCUMENTATION FOR OFFICIAL FUNCTIONS EXPENSES

The University recognizes that certain promotion and development activities are required to fulfill University objectives. However, as an entity of the State, it is critical to recognize the sensitivity to the perception of abuse or misuse of public resources and the very open nature of our financial records. Therefore, adequate explanation is an absolute requirement to document and justify these types of expenditures. There are essentially two criteria that must be met in order for the expenses to be allowable. 1. The activity must produce a primary benefit to the University, and 2. All costs must be reasonable and necessary. Please provide the following information to document any expenses related to official functions, training, recruiting or sponsor functions. If this event is being funded on a sponsored project, section D must be completed. Alcoholic beverages are only allowable on 64 funds.

**A. WHO** will attend this event? If more than ten, list the number and categories i.e. "15 students and 20 faculty."

Name	Affiliation/Company	Name	Affiliation/Company
1. _____	/	6. _____	/
2. _____	/	7. _____	/
3. _____	/	8. _____	/
4. _____	/	9. _____	/
5. _____	/	10. _____	/

**B. WHEN** did/will the event take place: \_\_\_\_\_ **WHERE** did/will the event take place? \_\_\_\_\_

**C.** Please describe the event: **WHAT** took place, e.g., lunch with invited speaker, reception for prospective students, etc.

**HOW** did the event **BENEFIT** the **UNIVERSITY**? Be specific and provide supporting documents. Attach additional pages as needed.

**D. If this expense is being paid by a Sponsored Project (53 account) or a cost share account, complete the following:**

A sponsor-approved function should be of benefit to the 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 to the project and **HOW** does it benefit the **sponsored project**? Please Note: Providing meals on sponsored projects may be allowable if it has a business purpose to the project. The opportunity to welcome visitors is not an acceptable justification. Providing meals for **FEDERAL EMPLOYEES** is **NOT** allowed. Alcoholic beverages are not allowed on 5-3 projects.