

REQUEST FOR OFFICIAL HOSPITALITY

Date: _____

To: Cindy Bontrager
Vice President for Admin and Finance
105 Anderson Hall

From: _____

Your approval is requested for payment of the following items:

FIS Project: _____ **Fund:** _____ **Source:** _____ **Estimated Cost:** _____

Name of Official Function: _____

Function Date: _____

Hospitality Provided (meals, gifts, entertainment): _____

Persons Attending:

<u>Name</u>	<u>Title</u>	<u>Employer</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use an attached list if more space is needed.)

I agree that "No state employees receiving meals under this policy are claiming subsistence".

Benefit to be derived from these expenditures: _____

Department Authorization:

Department Authorized Signature Department Contact Phone Number

Department Authorization:

Department Head/Chair/Director Date