

INDIANA STATE UNIVERSITY

HOSPITALITY REQUEST FORM

For guidelines on allowable hospitality expenses, go to:
<http://www.indstate.edu/controller/finance/index.htm>

EVENT INFORMATION:

Requesting Unit:

Unit Contact:

Date of Event:

Place:

Event Start Time:

Event End Time:

PURPOSE OF EVENT:

Business Purpose of Event:
(be specific, including what
type of group was involved)

NUMBER OF PERSONS ATTENDING:

Number of Employees: _____ Number of Students: _____

Number of Non-University Individuals: _____ Affiliation: _____

When less than eleven list by name those present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTACH DETAILED RECEIPT(S)

The university requires detailed receipts showing the food and beverages ordered regardless of what account is being used for reimbursement.

APPROVAL (Required for Sodexho-catered events):

Office of the Controller: _____

Date: _____