**Instruction Sheet for the Public Relations and Alcohol Expense Form**

Allowable expenditures for Public Relations account(s) include qualifying food and alcohol expenditures supporting charitable events, or other costs associated with official University functions as designated by the President. Expenditures must comply with the requirements of the policy, sufficient PR funds must be available, and the expenditure must be consistent with requirements specified by the Dean or VP overseeing the PR account. Please review the entire policy ([6250 Public Relations and Alcohol Expenses](#)) before committing funds as non-qualifying or excessive expenditures will become a personal expense to the employee initiating the expense.

Please note: Boise State funds (local, grant, appropriated, or P/R) may **not** be used to pay for birthday parties or casual mealtime meetings.

Note: This form is used only for expenditures related to Public Relations and Alcohol expense **not** allowable under:

- [6260 Meals and Refreshments - Local Funds](#)
- [6240 Meals and Refreshments - Appropriated and Grant Funds](#)

---

**For Meal & Refreshment expense paid with P-card**

- Attach completed form to your p-card reconciliation paperwork and file as appropriate. Do not submit form to Accounts Payable.
- **Under no circumstances may alcohol be purchased with p-card.**

**For Meal & Refreshment expense paid with personal funds (or charged to personal credit card)**

- This form is optional. All employee reimbursements are done by creating an Expense Report in the T&E System. Complete and sign the Expense Report and attach itemized receipts.
- Submit completed Expense Report and all required documentation to Travel and Expense Reimbursement Services at MS1248.

**For Meal & Refreshment expenses paid directly to vendor:**

- Forward completed form, with itemized, original invoice and required back-up to Accounts Payable for payment.

**Business Purpose Statements:** Meal or refreshment purchases must be supported by an adequate business purpose statement which includes a complete description of the event or meeting during which the meal or refreshments are served, the names, titles and affiliation of those in attendance, as well as a statement regarding the purpose of the event. The statement should be easily understood by someone who may not be familiar with the role and responsibilities of the employee hosting the event. Please be thorough in providing information, as purchases lacking an adequate business purpose will become a personal expense to the employee. A good way to gauge whether you’ve included all the relevant information is to ask whether your business purpose statement answers: **who, what, when, where and why.**

**Alcohol Expense** must be approved in advance, and may only be charged to designated PR alcohol accounts in compliance with [6250 Public Relations and Alcohol Expenses](#) policy. If expense includes approved alcohol purchase, list cost of alcohol separately on form and include designated alcohol PR fund for payment. **Under no circumstances may alcohol be purchased with p-card.**

**Required Back-up:** The required back-up as specified in policy governing fund source must be included with this form: original, itemized receipt providing proof of payment, meeting or event agendas, invitations, list of attendees, written authorization. List of attendees should indicate if individual is Boise State faculty, staff, student, spouse, or non-employee (include affiliation for non-employees). Complete a form for each event and attach additional sheets if necessary to provide all required information.

**Approval:** The owner of the PR account must sign the Public Relations and Alcohol Expense Form. If the owner is also the employee requesting reimbursement or payment, the form should be signed by that employee’s supervisor.

_All incomplete or illegible forms will be returned for revision, completion, organization of receipts, or additional documentation._