

# Boise State University Event Expense Summary

For the complete Meals, Refreshments, Public Relations and Alcohol Expense Policies please see #6240, #6250, and #6260

## SECTION I. Payment Method *(follow instructions below for specified payment method)*

**Interdepartmental Charge (University Services):** Retain form on file in your department. \*

**P-Card:** Retain form with your department's P-Card records.\*

**Reimbursement to Employee:** attach this form to the Expense Report created in Oracle Financials Cloud (OFC).

**Payment to Supplier:** attach this form to a Payment Request Requisition created in Oracle Financials Cloud (OFC).

*\*Forms retained in department may be requested for review by internal and external auditors.*

## SECTION II. Event Description and Totals

Event held on Campus?

Yes

No

Event Date:

Start Time:

End Time:

A. Number of Attendees:

B. Cost of meals/refreshments:

Cost Per Person: *B total divided by A total*

C. Cost of Alcohol for Event:\*

D. Cost of **Other** for the event:\*\*

**Total Invoice:** *Add totals from B, C, and D*

\* Alcohol may not be charged to P-Card and must be paid from a designated PR fund.

\*\* Other includes items such as: linens, room rental, setup, etc...

## SECTION III. Business Purpose and Funding Information

Funding Type:

Appropriated

Grant/Restricted

Local

Public Relations

For employee only meals, please certify the Dean or VP pre-approved the expense  Yes

\*Documentation of approval to be retained in department to be presented in the event of audit.

Enter the Business Purpose for this event in the box below:

### **In addition to this form please attach the following:**

- Invoice or Itemized receipt providing proof of payment
- Agenda, invitation, or flyer
- List of attendees and affiliation

### **To save this form as a PDF:**

1. Right click, choose 'Print'
2. Choose 'Save as PDF'