

Hospitality Checklist- Approver

- Is the hospitality expense necessary and serve a direct or indirect benefit to the University
- Is the hospitality expense appropriate for the occasion
- Review the hospitality policy to ensure the expense is allowable per the policy
- Review hospitality policy to ensure the appropriate funding source is being used
- Include a detailed description of the intended expense, provide required supporting documentation
- You are not approving your own expense or benefitting from the expense nor approving the expense of a supervisor
- Is the appropriate DOA on file
- If meals are included, expenses are within allowable per person limits
- If meals are for a meeting:
 - Employees cannot purchase a meal and discuss business to obtain reimbursement if conversation can be had during business hours
 - Hospitality for meetings are not frequent, occurring 12 times or less per year
- If the hospitality contains promotional items to employees, it is under \$100 (excluding tax and shipping).
- # of attendees is included (sign-in sheet)
- If hospitality contains promotional items with employees, are they within the acceptable limits?
 - If above the limits, ensure the correct forms are filled out and submitted to include in wages
- If hospitality includes gift cards to employees, was the prize and award form collected and referred to the tax office?
- If the hospitality includes prizes or awards for students, including gift cards or equivalent, was the prize and award form collected and reported to financial aid office and tax office?
- Ensure to check Hospitality Justification Form is reviewed against check request or P-card reconciliation to ensure there is no material difference