

Hospitality is defined as meals, light refreshments or an activity where the main purpose of the combined business and entertainment was to actively conduct university business in support of the university's mission, promote goodwill, donor cultivation with a general expectation of some benefit to the university. These activities generally include MT Tech employee and MT Tech guests at an off campus location.

Hospitality must be **pre-approved** if over \$50.00 for the event.

Submit completed form to Accounts Payable prior to event

If **alcohol** is served, prior approval from the Chancellor or Designee is required

Form must be submitted to the Chancellor's Office 7 working days in advance to event.

Today's Date: Requested By:

Requesting approval to use Funds for official entertainment. Dept. Name:
(Index Code)

Date of Event: Cost: Official Host: Location:

Pay To: Pay To:
EIN/790# Name/Address

Describe type of event (light refreshments, meals and/or related services - concert tickets, room rental, etc.)

Purpose of Hospitality:

List name of guest(s) or group at function, indicate their affiliation to the University (attach list if necessary)

Department Head Approval: _____

Date:

Printed Name and Title: _____

Chancellor, Designated Vice
Chancellor or Dean: _____

Date:

Research & Sponsored Programs
Approval: _____

Date:

(Required for Grant index codes)

Chancellor or Designated Vice
Chancellor Approval for Alcohol: _____

Date: