

# Hospitality Approval Request

Date of meeting/event:

Purpose of meeting/event.

Names of individuals (or group) in attendance

Expected expenses to be incurred, including budget amount (ex. Not to exceed \$100)

Individual requesting approval:

Name:

Title:

Approved by:

Name:

Title

Date:

If this hospitality event meets any of the following conditions, approval from the appropriate Vice-President is required.

- Alcohol expenses will be incurred
- Internal functions (holiday lunches, retirement parties, etc.)
- Working meals.

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Name

Signature

Date