

**Documentation for Expenses Related to Authorized Business Functions, Training and Recruiting**

"WHAT" must describe the EXPENSE (such breakfast, coffee, etc.)  
 "WHY" must describe the EVENT (such as staff meeting, recruiting, training)  
 "HOW" must describe the EXPENSE (How does the EXPENSE benefit the University? Such as: everyone knows recruiting as an event helps the University locate quality students and employees. However, if the expense is dinner, we must document How that dinner provided a necessary benefit towards achieving our goals.)

For Authorized Business Functions (object code 6649) You MUST have proper signatures before submitting for Payment

Account # \_\_\_\_\_ Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Account # \_\_\_\_\_ Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Account # \_\_\_\_\_ Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_

**WHO attended the event. Please list names (if more than ten, list the number and categories (for example "-15 students and 20 faculty members"))**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

**WHEN. Please cite the date(s) of the event.**

\_\_\_\_\_

**WHERE. Please note where the event was held.**

\_\_\_\_\_

**WHAT was the expense:**

_____ Breakfast	_____ Lunch	_____ Dinner
_____ Coffee Service	_____ Entertainment	_____ Hors D'oevres
_____ Event Registration	_____ Facility Rental	_____ Snack
_____ Other: _____		

**WHY was the event held:**

_____ Working Meeting	_____ Employee Recruiting	_____ Promotion and Advancement
_____ Training/Prof Development	_____ Student Recruiting	_____ Recognition Events
_____ Student/Guest Hospitality	_____ Educational Outreach (including students)	
_____ Other: _____		

**"HOW" WRITTEN DESCRIPTION REQUIRED:**  
 Describe how this expense supports the LSC Mission: \_\_\_\_\_

**HOW did this expense benefit the University or the official goals of your program:**

- \_\_\_\_\_ Extended contact to include normal meal times.
- \_\_\_\_\_ Created an atmosphere necessary to attain goal (cited in "WHY" above).
- \_\_\_\_\_ Encouraged event participation to attain the goal (cited in "WHY" above).
- \_\_\_\_\_ Enhance social interactions to build community.
- \_\_\_\_\_ Reward outstanding performance (by an employee or other).
- \_\_\_\_\_ Provided a forum to raise awareness of an issue.
- \_\_\_\_\_ Provided an opportunity to welcome visitors.
- \_\_\_\_\_ Provided a setting to foster vital contributions toward the selection of a best candidate.
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Business Function Purchaser Signature

\_\_\_\_\_  
 Authorized Business Function **Approver** Signature

\_\_\_\_\_  
 Entered in Kualy by / Kualy Document #:

\_\_\_\_\_  
 Vendor Name