

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)*

P-Card: include this 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).

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...

Enter the Business Purpose for this event in the box below, a valid business purpose includes Who, What, When, Where, and Why the expense is an appropriate use of university funds :

In addition to this form please attach the following:

- Itemized receipt providing proof of payment or invoice
- 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'