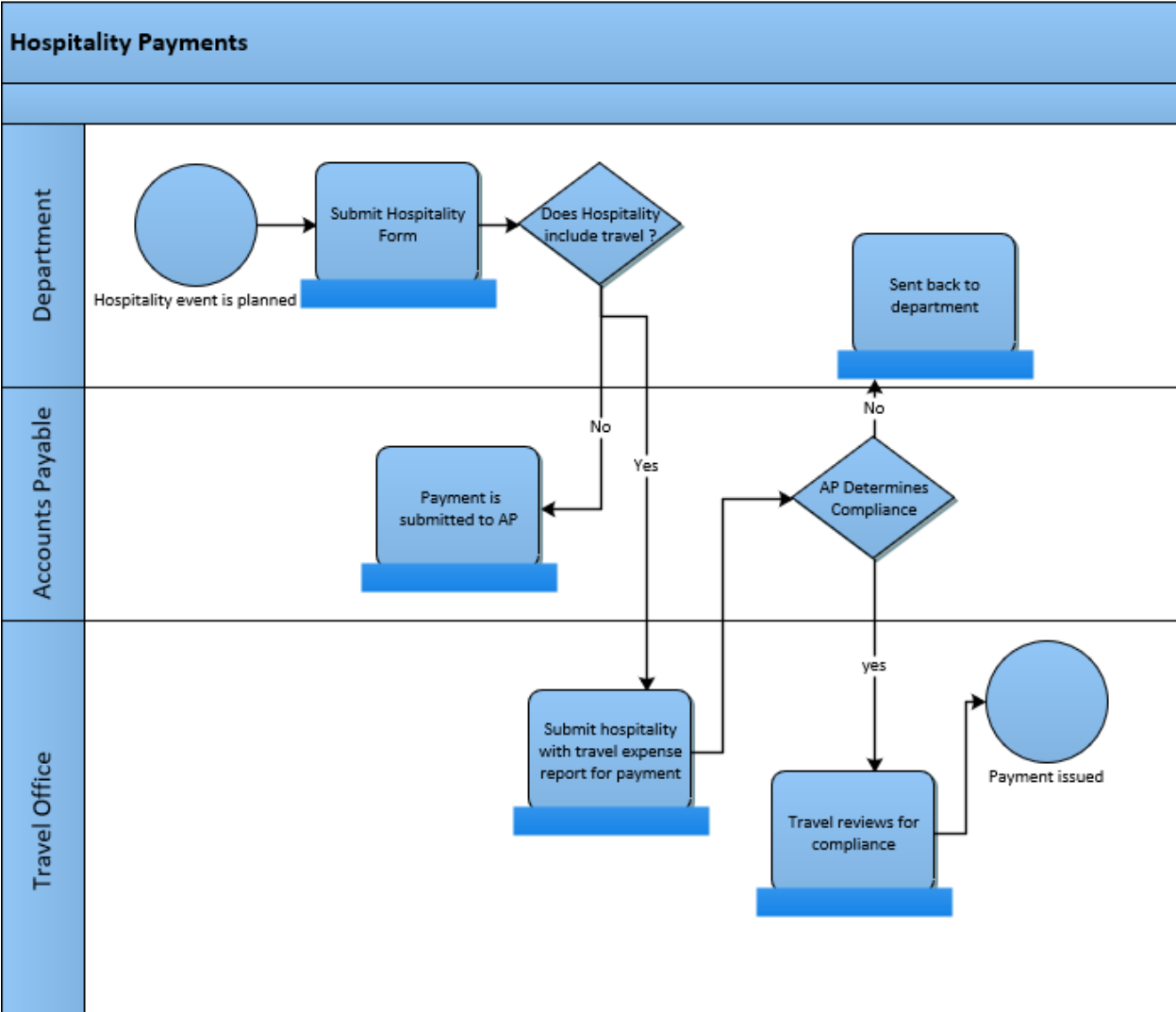


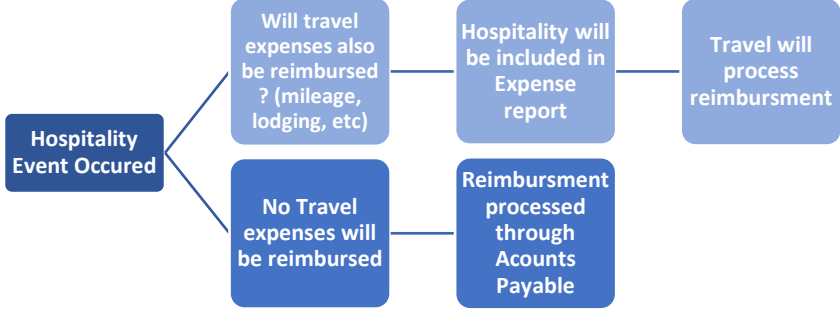
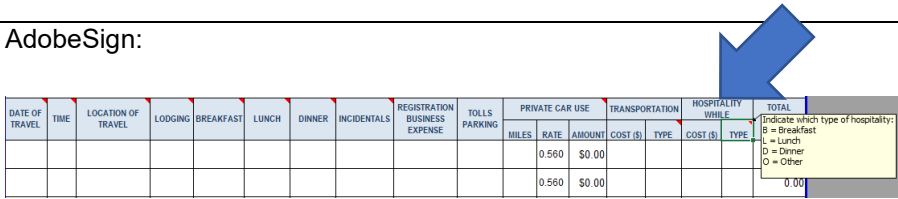
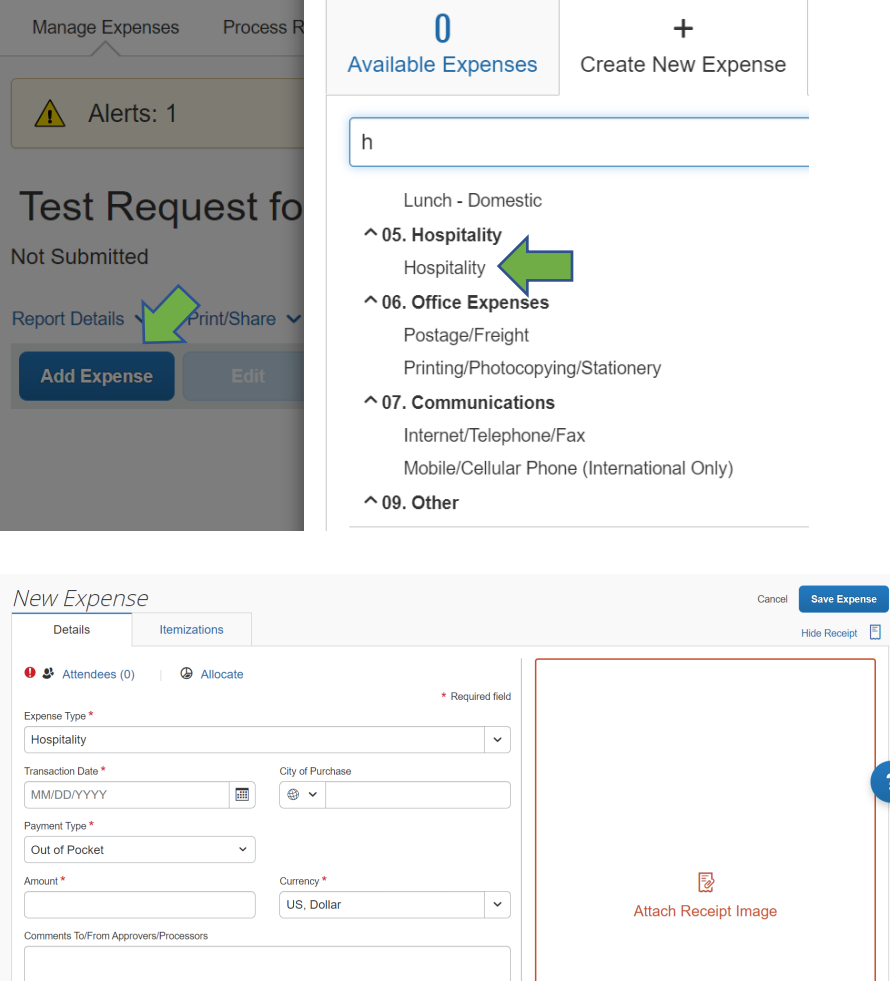


# Hospitality Expenses During Travel



## 1.0 Submitting Hospitality Expenses During Travel

Processing Steps	Screenshot																																																													
<ul style="list-style-type: none"> <li>The need for a hospitality event is determined, ensure it is in compliance with <a href="#">guidelines</a>.</li> </ul>	 <p>Hospitality Forms and Guidelines</p> <p>Hospitality Guidelines   Hospitality Form</p> <p>Hospitality Quick Ref Guide Approvers   Hospitality Quick Ref Guide Requestors</p>																																																													
<ul style="list-style-type: none"> <li>Submit a <a href="#">Hospitality Form</a></li> </ul>	 <p>Hospitality Forms and Guidelines</p> <p>Hospitality Guidelines   Hospitality Form</p> <p>Hospitality Quick Ref Guide Approvers   Hospitality Quick Ref Guide Requestors</p>																																																													
<ul style="list-style-type: none"> <li>Once the <a href="#">Hospitality Form</a> is approved, determine the appropriate method of reimbursement, Accounts Payable or Travel Office.</li> </ul>	 <pre> graph LR     A[Hospitality Event Occurred] --&gt; B{Will travel expenses also be reimbursed? (mileage, lodging, etc)}     A --&gt; C[No Travel expenses will be reimbursed]     B --&gt; D[Hospitality will be included in Expense report]     C --&gt; E[Reimbursement processed through Accounts Payable]     D --&gt; F[Travel will process reimbursement]     </pre>																																																													
<ul style="list-style-type: none"> <li>Travel Office will only process hospitality expenses when they are associated travel expenses. (For example, an individual attended a conference and while at the conference also took a group of donors out for dinner.)</li> </ul> <p>If Using:</p> <ul style="list-style-type: none"> <li><b>AdobeSign:</b> Please include the approved Hospitality Form in the Travel Expense Report.</li> </ul>	<p>AdobeSign:</p>  <table border="1"> <thead> <tr> <th rowspan="2">DATE OF TRAVEL</th> <th rowspan="2">TIME</th> <th rowspan="2">LOCATION OF TRAVEL</th> <th rowspan="2">LODGING</th> <th rowspan="2">BREAKFAST</th> <th rowspan="2">LUNCH</th> <th rowspan="2">DINNER</th> <th rowspan="2">INCIDENTALS</th> <th rowspan="2">REGISTRATION BUSINESS EXPENSE</th> <th rowspan="2">TOLLS PARKING</th> <th colspan="3">PRIVATE CAR USE</th> <th colspan="2">TRANSPORTATION</th> <th colspan="2">HOSPITALITY WHILE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>MILES</th> <th>RATE</th> <th>AMOUNT</th> <th>COST (\$)</th> <th>TYPE</th> <th>COST (\$)</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.560</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.560</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> </tbody> </table> <p>Indicate which type of hospitality: B = Breakfast L = Lunch D = Dinner O = Other</p>	DATE OF TRAVEL	TIME	LOCATION OF TRAVEL	LODGING	BREAKFAST	LUNCH	DINNER	INCIDENTALS	REGISTRATION BUSINESS EXPENSE	TOLLS PARKING	PRIVATE CAR USE			TRANSPORTATION		HOSPITALITY WHILE		TOTAL	MILES	RATE	AMOUNT	COST (\$)	TYPE	COST (\$)	TYPE												0.560	\$0.00																	0.560	\$0.00					0.00
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Processing Steps	Screenshot
<ul style="list-style-type: none"> <li>Travel Office will only process hospitality expenses when they are associated travel expenses. (For example, an individual attended a conference and while at the conference also took a group of donors out for dinner.)</li> <li><b>Concur:</b> Please include the approved Hospitality Form in the Travel Expense Report.</li> </ul>	 <p>The screenshot displays two parts of the Concur system. The top part shows a mobile interface with a search bar containing the letter 'h'. Below the search bar, a list of expense categories is shown: Lunch - Domestic, ^ 05. Hospitality (highlighted with a green arrow), ^ 06. Office Expenses, ^ 07. Communications, and ^ 09. Other. The bottom part shows the 'New Expense' form with the following fields: Expense Type (set to Hospitality), Transaction Date (MM/DD/YYYY), City of Purchase, Payment Type (set to Out of Pocket), Amount, and Currency (set to US, Dollar). There is also a section for 'Attendees (0)' and 'Allocate', and a large area for 'Attach Receipt Image'.</p>