

Hospitality Form

Policy:

<https://policy.ku.edu/business-financial/entertainment-reimbursement>

Note: Itemized invoice or receipt is also required for Hospitality expenses

Name of Function:	
Contact Name:	
Contact Phone Number:	
Business Purpose Justification:	

	Enter Count of each
KU Employee:	
KU Student:	
Non-KU Attendee:	
Total Count:	

Legend:

KU Employee = Active employment at time of expense

KU Students = Non-employed enrolled at the time of expense

Non-KU Attendee = Should not include expenses for family members

Examples: Candidate, Honorarium, Guest Lecturer, Recruit, or Participant