

## Documentation for Expenses Related to Official Functions, Training and Recruiting

**"WHAT"** must describe the EXPENSE (such as 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.)

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	_____ Decorations	_____ Hors D'oevres
_____ Snack		
_____ Other:	_____	

WHY was the event held:

_____ Training	_____ Recruiting	_____ Client Meeting
_____ Staff Meeting	_____ Fund Raiser	_____ Recognition
_____ Team Meeting		
_____ Other:	_____	

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: \_\_\_\_\_

\_\_\_\_\_

Official Function Approver Signature

\_\_\_\_\_

Date