INDIANA UNIVERSITY EAST
SPECIAL EXPENSE AND SEARCH & SCREEN
SUPPORTING JUSTIFICATION - HOSPITALITY EXPENSES

Please complete in detail and forward (together with invoice) to the IU East Business Office

1. Reimbursement amount:

2. Date of function:

3. Place of function:

4. Vendor: (to whom the check should be made payable)

5. Nature of function: (i.e. luncheon, dinner, reception)

6. Persons in attendance: (Include names, titles, and associations. Use reverse side if necessary, giving names of everyone attending. For groups of more than 20 persons or receptions, the number of people in attendance and the general character of the group will suffice.)

7. University purpose: (In a simple sentence state the benefit of this function to the University.)

Expenditure from: (Circle one)

Special Expense Account (03 665 15)
Search & Screen Account (03 665 01)

Date filed:

Campus Address:

Applicant Signature_____

Account Manager Signature_____

Documentation is required for the General Fund accounts which are authorized for hospitality expenses:

Special Expense Account 03-665-15 Hospitality expenses associated with the purpose of Community affairs / service, legislative activities, and new student registration / welcoming activities.

Search and Screen Account 03-665-01 Hospitality expenses associated with the hiring of new faculty and staff personnel within the guidelines of I. U. East Search and Screen procedure.