

Guideline for Hospitality form

Preliminary Information:

- Please find the [Hospitality policies](#) for your reference.
- Contact UAS Hospitality to obtain Banquet Event Order (BEO) before Hospitality is submitted (if UAS will be providing services for the event).
- If UAS will not be providing services for the event, you will need to obtain an approved copy of the [RMEHS Temporary Food Permit Request Application](#) before the Hospitality form is submitted.
 - o To submit a request, you will need to have an active Food Handler's certificate and a breakdown for the meal and its related cost per attendee.
- Attach attendance list of all expected attendees, including students, faculty, staff and others and their respective affiliation.
- Attach event flyer to this form for submission.

STEPS:

***Please note that the Hospitality Form is a webform and will automatically take you to the next required field. Once the form is completed, it will route it to the individuals automatically after inputting the emails of the individual**

For Authorization to Hold Hospitality Event

1. Check the "Authorization to Hold Hospitality Event" in the "Type of Request" section.
2. Select the "Type of Hospitality" from the drop-down menu depending on the type of the planned event.
3. Check the appropriate boxes for the "Type of Participants" that will be attending the event.
4. Input the name of the department/organization hosting the event.
5. Input the Event name/Title
6. Input the department contact details of who is preparing the form, email, and phone extension in the next lines.
7. Input the Event details in the next few lines, including the location, date and time.
8. Attach supporting documents such as Event Invitation, Agenda, and other supporting documents.
9. Input the title of the event and the purpose.
10. Include the Number of Attendees, Estimated Cost per Attendee, and Attach the list of expected attendees.
11. Check whether UAS will be providing services for the event.
12. Include the funding source that will be charged for the event and the budgeted cost for the lines.
 - a. For Hospitality related expenses, use account number: 660855
 - b. For gift cards/other items for the event, use account number: 660017
13. Check whether alcoholic beverages will be served at the event.
14. Once completed, input the names and emails of the individuals that the form will route to for approval.

For Reimbursement of Hospitality Expenses

1. After incurring expenses, save all receipts for reimbursement.
2. Fill out the [UAS Payment Request form](#) with your information and the required chart fields to get reimbursed from.
3. In Adobe Sign, attach the Payment Request form, along with the approved hospitality form and the receipt.
4. Route the form to be signed by the authorized signer of the grant, CC UASAP@calstatela.edu.