

REQUEST AND APPROVAL TO INCUR HOSPITALITY EVENT EXPENSES AT RECEPTIONS WHERE ALCOHOL IS BEING SERVED

All hospitality-related expenses require prior authorization whenever possible. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy H-24 for further information.

DESTINATION AND PURPOSE

Date Of Request

Department

Employee Name

Title

Destination

Date Of Event

Purpose Of Event Or Activity

NIL

Assignment of Costs

GL

ESTIMATED HOSPITALITY EXPENSE DETAILS

Number of attendees

Meal & Non-alcoholic beverage costs

Alcohol costs

Meeting space costs

Gratuities

Gift costs

Other expenses

NIL

APPROVAL

CAO/Deputy CAO

Date