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|---|--|-------------------------|----------------------------|---|---|---|
| | Business Meeting/Entertainment Expense Form | | | This Section is to be completed by Payables: Document No. | | |
| | Date Prepared: | | Date of Expense: | | Check One | |
| | | | | | <input type="checkbox"/> Business Meeting | <input checked="" type="checkbox"/> Entertainment |
| | Department: McMurtry College | | | Person requesting reimbursement/payment: (Your Name) | | |
| Guests: (include colleagues and spouses, if applicable) | | | | | | |
| Note: Per IRS requiremnts, attendee names and business affiliations must be provided. | | | | | | |
| Name | | | Association | | | |
| If for college event: McMurtry Students | | | | | | |
| Smaller event: put names | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Type of Event: | | | Place of Event: | | | |
| Purpose: | | | | | | |
| | | | | | | |
| PREPARED BY: | | Phone: | | Email: | | |
| | Expenses Incurred (Attach receipts) | | | | | |
| | Type of Expense | | | | Amount | |
| | Food & Non-Alcoholic Beverages: | | | | | |
| | Alcoholic Beverages: | | | | | |
| | Tips & Gratuities: | | | | | |
| | Other (Describe): | | | | | |
| | | | | | | |
| | Total: | | | | | |
| | | | | | | |
| | Coding of Expenses | | | | | |
| | Fund | Organization | Account | Amount | | |
| | C53501 | 505300 | 70877 (no alcohol) | | | |
| | | | 70880 (any alcohol) | | | |
| | | | | | | |
| | | | | | | |
| Total: | | | | | | |
| | | | | | | |
| Issue Check Payable to: | | | | | | |
| Remit to address: | | | | | | |
| | | | | | | |
| | | | | | | |
| Person requesting reimbursement / payment: | | Principal Investigator: | | Authorized Approver: | | |
| | | | | | | |
| Typed or printed name | | Typed of printed name | | Typed of printed name | | |
| | | | | | | |
| Signature and Date | | Signature and Date | | Signature and Date | | |
| | | | | | | |

Business Meeting, Event & Entertainment Check List

_____ **Date of Event:** Note date of event.

_____ **Place of Event:** Note where the event occurred.

_____ **Purpose of Event:** Clearly state business purpose of the event & how it was related to Rice.

_____ **Attendee(s)/Affiliation:** List attendee(s) first and last name and their affiliations. For receptions, or large events, enclose the invitation or email notice sent to the invitees. A roster or attendee sign in sheet is preferable. A general description, such as faculty, staff and students of a school or department, may only be used if it is a large group (over 9) and the number of attendees is provided. An approximate number may be used, if necessary, for very large events.

_____ **Expenses Incurred:** All expenses should be separated into food/non-alcoholic beverages & alcoholic beverages regardless of the amount. Tips and sales taxes (if incurred) should be allocated to those expenses. If the total receipt is below \$75 (Pcard) or below \$25 (out of pocket) and there are no alcoholic beverages or entertainment, additional documentation is not required.

_____ **Receipts for Expenses Incurred:**

1) Original detailed receipts, invoices or written agreements are required when the receipt total is \$75 or more (Pcard) or more \$25 (out of pocket). All receipts over \$10 are required when reimbursed with petty cash.

2) All lodging, airline, car rental, alcohol and entertainment receipts are required.

3) Deans or Vice-Presidents may set lower de minimus limits in their areas, if desired.

When the original receipt is not available, request a copy of the receipt and, if unavailable, attach the approved Missing Receipt Affidavit.

_____ **Person Requesting Reimbursement/Payment:** Name, E #/S # (not in the Concur system), address where payment should be sent and, for any new vendor please use the Payables Vendor Portal (payables.rice.edu), and upload a completed W-9 form.

_____ **Accounting of Expense:** The total event expenses must be coded to the appropriate Fund/Org/Account combination. An activity code may be added if applicable. Remember that alcohol and entertainment charges must be segregated. Alcohol may be charged to account code 70880 while entertainment may be charged to account code 70860. Or alcoholic beverages may be combined with entertainment expenses using account code 70885.

_____ **Authorized Approver Signature:** Must be approved by the appropriate authorized signer. The chart below is included at the Travel, Business Meeting and Entertainment Expense Policy 806.

| Expense incurred on behalf of: | Approval by: |
|--|------------------------------------|
| Department faculty/staff including Principal Investigators | Department Chair/Head or designee* |
| Researchers | Principal Investigator |
| Department Chair/Head or Director | Dean or Division Head or designee* |
| Deans, Vice Provosts, and administrators reporting to the Provost | Provost or designee* |
| Provost, Vice-Presidents and administrators reporting to the President | President or designee* |
| President's Office | Assistant to the President |
| President | Vice President for Finance |

*As Defined on the Rice University Signature Authorization Form.

NOTE: No one can approve his/her own expenses nor can anyone approve expenses for an event they attend. An approver may never report to the individual for whom the expense is incurred. Reimbursements for receipts over 6 months old require approval from the Dean/VP or Director or his/her designee.