

## NON-EMPLOYEE/VENDOR BUSINESS ENTERTAINMENT PAYMENT REQUEST FORM

For payment, please complete and submit this request to BSO along with: Invoice, Itemized Receipt(s), Attendee List, Meeting Agenda or Event Flyer/Invitation.

Policy and Procedures: [BUS-79 \(Policy on Expenditures for Business Meetings, Entertainment, and Other Occasions\)](#)

**NEW** Request for Taxpayer Identification Number and Certification OnBoarding Process

<p><b>VENDOR / STUDENT INFORMATION</b> For students, just provide name and StudentID.</p> <p>Vendor / Student Name _____</p> <p>Vendor #* / StudentID* _____</p>	<p><b>ALL VENDORS</b> (except students) <b>must be OnBoarded or invited before use.</b> Use <a href="#">KFS Vendor Lookup</a> to find Vendor #.</p> <p>For NEW vendors, decide if vendor should be onboarded as Disbursement Voucher (DV) or Purchase Order (PO). See <a href="#">Requesting to Invite a Vendor in PaymentWorks</a>.</p>
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Host Name \_\_\_\_\_ Event Date \_\_\_\_\_

Program Title \_\_\_\_\_ Number of Attendees # \_\_\_\_\_

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id	*Amount

\*required field

Please describe the purchase and explain why it was necessary to conduct university business (400 characters max):

**Meals:** Please refer to BUS-79, Appendix A for meal rate updates prior to completing this section of the form.

<b>Breakfast</b> (Per-Person Max: <a href="#">Link</a> )	<b>Lunch</b> (Per-Person Max: <a href="#">Link</a> )	<b>Dinner</b> (Per-Person Max: <a href="#">Link</a> )	<b>Refreshments</b> (Per-Person Max: <a href="#">Link</a> )
\$ _____	\$ _____	\$ _____	\$ _____

Per person amounts should factor in all meal related expenses including tip, service or delivery fees, drinks, and tax.  
Any entertainment expenses that are in excess of 200% of the allowed per person expense can only be approved by the Chancellor.  
If the receipt indicates appetizers or hors d'oeuvres as the only food, the expense must be claimed as refreshments.

**Other Expense Description** **Amount:**

1	_____	\$	_____
2	_____	\$	_____
3	_____	\$	_____

Event held on campus?  Yes  No

Was alcohol served?  Yes  No (For alcohol served on campus please attach alcohol permit)

If a meal was served, why did the event need to occur over a meal time or why was the meal necessary to complete the order of business?

In order to complete this form, each of the attachments below must be checked and included:

Invoice     
  Itemized Receipt(s)     
  Sign-in Sheet     
  Agenda or Flyer

Preparers Name Printed \_\_\_\_\_ Ext. # \_\_\_\_\_

Preparers Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_