

INSTRUCTIONS:

- Complete this form using Adobe (not web browser)
- Complete one form for each meal
 - If there are multiple receipts for the same meal, add those together as one
- Attach this completed form to the expense along with the receipt/invoice, approved Hospitality form, backup, etc.

Meal date:	
Meal type:	
Number of attendees:	

Actual cost per-person	Per-person max



Subtotal:	
Tax:	
Tip/Gratuity:	
Total:	

Actual tip/gratuity	Tip/gratuity max



- If this box is checked, you have exceeded the maximum per-person allowance. Here are your options:
- a) If not yet paid, use non-state funds instead, or
 - b) If already charged to Pcard, reimburse the campus for the overage amount (attach receipt here), or
 - c) If reimbursement, reduce the amount of the reimbursement, or
 - d) Per CSUDH Hospitality policy, if you can document a “compelling rationale to approve an exception to the maximum per-person amount,” please do so below and submit to respective AVP or VP, and CFO for review/ approval.

Signature of Division AVP or VP:	
Signature of CFO:	

- If this box is checked, your tip exceeded the 20% maximum allowance. Here are your options:
- a) Use non-state funds instead
 - b) If already charged to Pcard, reimburse the campus for the overage amount (receipt must be attached here)
 - c) If not yet paid to vendor, ask vendor to reduce tip/gratuity
 - d) If reimbursement, reduce the amount of the reimbursement request by _____