

Transaction Justification Hospitality Expense

Expenses for hospitality are subject to the same requirements as all expenses, plus additional requirements specific to hospitality – see policy for details. All attendees must be recorded individually, regardless of the dollar amount of the expense. A list or roster should be included as support when **non-program related** expenses involve large groups, such as “UMD Women’s Basketball Team – 30 team members” or “Visiting Med School Professors from UW-Madison”. If it is not apparent, provide details explaining the relationship of the attending individuals with the University of Minnesota.

Receipt

Signed Expense Report Worksheet

WHERE

Where an expense took place should always be documented. Here it is included on the receipt, but if it is not it should be entered in the expense line details.

WHO

In addition to the person being reimbursed for hospitality expenses, all attendees must be documented, including University employees.

WHY

The reason and purpose for the expense must be entered in the comments unless documented elsewhere.

WHAT

The actual expenses being reimbursed must be clearly indicated in the justification. A detailed receipt is required, not just a credit card slip. When additional explanation is necessary, record the details of the expense under the Detail tab of the expense line or in the comments section.

Expense Report Page

WHEN

The actual date of the expense should be entered with each expense line when completing the transaction.