



# LAW SCHOOL BUSINESS OFFICE EVENT - RECEPTION FORM

Reception expenses are payable if the criteria below are met. In order to satisfy the "Headquarters City" requirements, you must be able to check one box in each category. A printed, completed copy of this form and the documentation should be attached to the payment mechanism (e.g., e-reimbursement, Purchasing Card Log, Requisition, Direct Payment Form, or PIR).

Event: \_\_\_\_\_

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Event Location:  On Campus  Off Campus

**Note: When held in the headquarter city for the majority of the attendees, the event must be held on campus.**

Was a fee collected from participants to cover costs?  Yes  No

**1. Allowable Expenses: (Must pertain to event)**

A reception is a gathering of individuals associated with a UW sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature. Unlike a business meeting, a reception may not have a specific agenda or timeframe. Like a business meeting, the purpose must be related to or promote the mission of the hosting department

**2. Reasonable Approved Expenses:**

Expenses were limited to reasonable food and beverage costs, reception room cost, service charges and gratuity. All expenses have been approved in accordance with the Division's Dean/Director's office policy. [Breakfast - \$12, Lunch - \$18, Dinner - \$30, Breaks - \$10]

**\*\*NOTE:** Law School follows State maximums for all guests. \*\*

**3. Documentation Requirements: (Must be attached)**

Statement or document, which substantiates the official business relatedness of the reception, is attached or written below.

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**4. Proof of Payment:**

Original detailed invoice/receipt showing amount paid is attached. (Solitary credit card slips are not sufficient)

A copy or handwritten receipt is attached. Reason \_\_\_\_\_

Vendor will submit original invoice. (When form is used as part of the purchase order process)