

INDIANA UNIVERSITY SOUTHEAST HOSPITALITY PAYMENT FORM

SUBMIT TO ACCOUNTING SERVICES (US-103) TWO WEEKS PRIOR TO THE EVENT UNLESS RECEIPTS ARE REQUIRED.

1. Name of Event: _____ Date of Event: _____
Event Location: _____ Estimated Cost: _____

2. Attendance Information

of IU Faculty: _____ # of IU Staff: _____ # of IU Students: _____
of Non-IU Individuals: _____ Affiliation with IU: Alumni Community Parents Other _____

3. Please select an event type.

FYS Social Popcorn Fund Candidate Recruitment

FYS SOCIAL Class Number (i.e. COAS-S 104): _____ Section Number: _____
*Faculty may request up to \$60 per class section. **ITEMIZED AND PROOF OF PURCHASE RECEIPTS REQUIRED.**

POPCORN FUND Class Number (i.e. GEOG-G 101): _____ Section Number: _____
*Faculty may request up to \$15 per class section. **NO RECEIPTS REQUIRED.**

CANDIDATE RECRUITMENT - ITEMIZED AND PROOF OF PURCHASE RECEIPTS REQUIRED.

The following meal limits apply:

BREAKFAST	\$10.00	Host + Candidate Max of \$20.00
LUNCH	\$15.00	Host + Candidate Max of \$30.00
DINNER	\$25.00	Host + Candidate Max of \$50.00

4. Billing Information: Please mark one option.

IU Southeast Conference & Catering ----- Please provide Facility Reservation #: _____
 Personal Reimbursement
 P-Card ----- Who approves the KFS P-card documents for your card? _____

Name of Requestor

Department/School

Signature of Requestor

Date

FOR ACCOUNTING USE ONLY

Signature of Approver

Date

ACCOUNT: 0850514 SUB-ACCOUNT: _____ SUB-OBJ CODE: _____