

# SPECIAL EXPENSE – CAMPUS FUNDED EVENT – PAYMENT REQUEST

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  Other

**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. Was this event approved during budget construction or as a mid-year request?  Yes  No  
For events marked as Other, please provide your Event Approval Code: \_\_\_\_\_  
\*If no, please submit the Mid-Year Hospitality Request Form to Accounting Services for review and approval.

5. 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: \_\_\_\_\_