Business Meeting, Event & Entertainment Check List

_____ Date of Event: Note date of event.

_____ Place of Event: Note where the event occurred.

_____ Purpose of Event: Clearly state business purpose of the event & how it was related to Rice.

Attendee(s)/Affiliation: List attendee(s)/affiliation & for large events, enclose the invitation or email notice sent to the invitees with the list of invitees. A roster or attendee sign in sheet is preferable. A general description, such as faculty, staff and students of a school or department, may only be used if it is a large group and the number of attendees is provided. An approximate number may be used, if necessary, for very large events.

_____ Expenses Incurred: All expenses should be separated into food/non-alcoholic beverages & alcoholic beverages regardless of the amount. Tips and sales taxes (if incurred) should be allocated to those expenses. If the total receipt is below $75 and there are no alcoholic beverages, additional documentation is not required.

Receipts for Expenses Incurred:
- Original detailed receipts, invoices or written agreements are required when the receipt total is $75.00 or more (Note: this is the IRS de minimus level for travel and entertainment expenses).
- All lodging and airline receipts are required.
- Deans or Vice-Presidents may set lower de minimus limits in their areas, if desired. When the original receipt is not available, request a copy of the receipt and, if unavailable, attach the approved Missing Receipt Affidavit.

_____ Person Requesting Reimbursement/Payment: Name, E #/S #, address where payment should be sent and, for any new vendor, attach a completed W-9 form.

_____ Accounting of Expense: The total event expenses must be coded to the appropriate Fund/Org/Account combination. An activity code may be added if applicable. Remember that alcohol and entertainment charges must be segregated. Alcohol may be charged to account code 70880 while entertainment may be charged to account code 70860. Or alcoholic beverages may be combined with entertainment expenses using account code 70885.

_____ Authorized Approver Signature: Must be approved by the appropriate authorized signer indicated on the Signature Authorization Form. The chart below is included at the Business Meeting and Entertainment Expense Policy 811.

<table>
<thead>
<tr>
<th>Department faculty/staff including Principal Investigators</th>
<th>Department Chair/Head or designee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair/Head or Director</td>
<td>Dean or Division Head or designee*</td>
</tr>
<tr>
<td>Deans, Vice Provosts, and administrators reporting to the Provost</td>
<td>Provost or designee*</td>
</tr>
<tr>
<td>Provost, Vice-Presidents and administrators reporting to the President or Board of Trustees</td>
<td>President or designee*</td>
</tr>
<tr>
<td>President</td>
<td>Controller</td>
</tr>
</tbody>
</table>

*As Defined on the Rice University Signature Authorization Form.

NOTE: No one can approve his/her own expenses nor can anyone approve expenses for an event they attend. An approver may never report to the individual for whom the expense is incurred. Reimbursements for receipts over a year old require a Dean/VP approval.