

Hosting Expense Reimbursement Cheat Sheet

- Are the costs non-travel business meals, refreshments, other hospitality expenses when hosting official guests, training sessions, conferences, or other university-sponsored events to conduct official Oregon Tech business?
- Is the occasion one of the approved "occasion types"? (unit or department staff retreat, conference or workshop, training event, recognition event, or departmental meeting)
- Is the business purpose justifiable?
- Can you provide the name of the authorized departmental person who approved the purchase?
- Do the guests qualify as official guests?
- Can you provide a required detailed agenda? (participants, department names, time, date, location, and business purpose)
- Do you understand that there is no reimbursement for alcohol purchases?
- Can you provide itemized receipts for each item purchased that you wish to be reimbursed for?
- Were the entertainment costs (amusement, diversion, social activities, etc.) paid with university funds? If not, did the entertainment costs NOT meet the criteria for it to be paid with university funds? *Refer to Hosting Reimbursements PowerPoint for this criteria
- Is the gratuity reimbursement request 15% or under? Or did the establishment add a service charge for larger groups in lieu of gratuity?