

Hosting Groups / Guests Approval Form

Name of Event Coordinator:	
Name of Event:	
Purpose of Event:	
Date and Time of Event:	
Index:	
Approximate number of Attendees:	
Estimated Cost of Event:	

**Purchase of alcoholic beverages is never allowed.** The purchase of meals or refreshments from institutional funds is allowed only under the following guidelines.

PLEASE MARK ONE AREA BELOW THAT IS APPROPRIATE FOR THE HOSTING EVENT:

<input type="radio"/>	<b>Account Code 28611 - Refreshments &amp; Food-Departmental</b> Expenditures for non-alcoholic beverages and food served at business, instructional or informational departmental meetings where attendees are OIT employees. This includes formal training, departmental staff retreats, and employee working meals. Appropriate business purpose and justification for serving food at function is required. Meals or refreshments for regularly scheduled meetings are not allowable expenses.
<input type="radio"/>	<b>Account Code 28612 - Hosting Groups &amp; Guests</b> Expenditures for non-alcoholic beverages and food served in connection with the hosting of group gatherings or official guests of the institution for the purposes of instruction & technical information dissemination. This includes hosting for: faculty/staff recruiting, visiting scientists and guest speakers, student externs, advisory board meetings, and focus group sessions.
<input type="radio"/>	<b>Account Code 28613 - Public Relations/ Fund Raising</b> Hosting activities that are allowable for indirect cost rate calculations and application. Examples of such events or activities are: graduation activities; recognition events for students, volunteers, dignitaries, or donors; recruiting of students; student group meetings; or other functions where there is no instruction or information formally presented.

**Signature of Agreement Statement**

- By my signature, I certify that this event meets the Oregon Tech Purchasing Policy Guidelines
- I approve the services of meals or refreshments.
- I understand I may be held personally liable for repayment of funds.

**If the budget authority is also the event coordinator, then their supervisor must sign as budget authority.**

Event Coordinator Signature	Date
Budget Authority Signature	Date

## Hosting Groups / Guests Approval Form

This Hosting Group / Guests Approval Form serves as the request for budget authority approval to host an event that will have a cost associated. This form must be completed and approved prior to the event happening. \*This form is required for hosting costs of \$25.00 or higher. If less than \$25.00, a hosting form is not required.

**Required Documentation:** Please attach business agenda, invite list of attendees, and quote for cost(s) of the event.

**Hosting with Grant Funds:** Grants and Contracts have very specific rules and regulations. Any costs charged to a Federal/State grant needs to be reasonable and directly allocable to the supported activity. Before seeking reimbursement for Hosting expenses please contact [SPGA@oit.edu](mailto:SPGA@oit.edu) or call 541-885-1734.

**Questions?** Contact BAO at [baopay@oit.edu](mailto:baopay@oit.edu)

EXAMPLES OF NON TRAVEL-RELATED HOSTING EVENTS	MEALS	REFRESHMENTS
University training events (more than 2 hours)	28611	28611
University business meetings (more than 2 hours with agenda)	28611	28611
Departmental Staff Retreats (away from work location)	28611	28611
Employee working meal (on site, with clear business purpose)	28611	N/A
One day trips - employee meals (business at the meal)	28611	N/A
Hosting visiting scientists, scholars, guest speakers, student externs, & faculty/staff recruiting	28612	28612
Advisory board meeting costs	28612	28612
Focus group session costs	28612	28612
Appreciation event for students and volunteers	N/A	28613
Hosting of dignitaries or donors	28613	28613
Prospective student recruitment costs	28613	28613
Student group meetings	28613	28613