

Hosting or Business Event Documentation Form

*NOTE: UW faculty and staff travel-related meals are NOT permitted on a UW procurement card.
Reminder: tip is not to exceed 20%.*

Purpose of the Event: Hosting Business Related Meeting

Vendor Name: _____

Cardholder Name (if applicable): _____

Date of Event: _____ Total \$ Amount: _____

NOTE: Tip is not to exceed 20%

Mark "X" if the event is Open to the General Public. If so, specific listing below is not required.

| List of Attendees | Faculty/Staff | Student | Non-University |
|-------------------|---------------|---------|----------------|
| _____ | _____ | _____ | _____ |

Contact Person: _____

Contact E-mail: _____

Contact Phone #: _____