

## 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
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_____		
_____		

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 #: \_\_\_\_\_