

The purpose of the Documentation of Entertainment Expenses Form is to collect necessary information for processing payments related to entertainment, meals, receptions, etc. Since the Foundation's mission is to raise and steward donor funds, entertainment expenses must be properly recorded in accordance with account restrictions and stipulations and University and Federal guidelines. The information provided on this form is used to confirm full compliance and to direct appropriate coding of the expenditure on the Foundation's books.

### **Form Instructions**

- 1. Classification of Event** - Type of event (Reception, drinks, breakfast, lunch, dinner, coffee, appetizers, etc.)
- 2. Date of Event** - Field must be complete with the date the event took place
- 3. Location of the Event:** Include all applicable information: the name of the restaurant, campus location of event/meeting (if food was catered), and the city/state (if the event took place outside of Carbondale/Springfield).
- 4. Event:** Indicate the event. Examples include "Lunch with John Doe" or "Retirement Reception for Sally Smith."
- 5. Purpose of Event:** Indicate the **REASON** for the event. ("Have meeting" is not a REASON.) **The business purpose fulfilled by the event must be clear and complete** in this section. Examples include "discuss modification of program requirements" or "solicitation of donor." If the event was fundraising in nature, you must include one of the following words in the purpose statement: "qualification, solicitation, cultivation, or stewardship."
- 6. How many attendees present:** Field must be complete with the number of attendees, even if some did not consume meals or beverages provided.
- 7. Attendee list:** Provide the name of each attendee for groups of 10 or fewer. For large groups, please use categories of people and the approximate number for each category. If a specific attendee did not consume food or beverages provided, please make a note next to the name. For example, "John Doe, did not eat." Provide the corresponding title/classification of each attendee. If the event is fundraising in nature, please indicate either "donor" or "prospect" along with the title of any guests. Examples include "CEO of ABC Corporation, Prospect" or "Alumnus, Donor." Consider **current employment only** when completing the SIU/Non-SIU fields.
- 8. Event Expenditures:** Record the estimated total cost of the event and the specific amount requested for the current submission. **These amounts may differ if multiple payments are required to pay for a single event**, and copies of a single Entertainment Expenses form with required signatures may be used for each of these multiple payments.
- 9. Certification:** All required signatures should be obtained prior to submitting the form to the Foundation. The individual who paid for the event should sign the "Individual Requesting Payment" line. The Budget Officer or Budget Officer Delegate should sign the "Budget Officer" line. These two signatures may be the same individual. The supervisor of the highest-ranking attendee will need to provide proprietary signature. When proprietary signature is required, it cannot be provided by an individual who has already signed the "individual" line or the "budget officer" line. Delegates cannot provide proprietary signature.
- 10. Attachments:** Include all receipts. Submit DETAILED receipts showing the exact items ordered. These are required for audit compliance. When applicable, attach any signed Gift, Party, Function Pre-Approval forms, signed pre-approval of spousal attendance documentation, and any other relevant documentation.

*If additional information is needed, please call the SIU Foundation.*

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