

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 #: _____