

# Boise State University Event Expense Summary

For the complete Meals, Refreshments, Public Relations and Alcohol Expense Policies please see #6240, #6250, and #6260

## SECTION I. Payment Method *(follow instructions below for specified payment method)*

**P-Card**: include this form with your department's P-Card records.

**Reimbursement to Employee**: attach this form to the Expense Report created in Oracle Financials Cloud (OFC).

**Payment to Supplier**: attach this form to a Payment Request Requisition created in Oracle Financials Cloud (OFC).

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## SECTION II. Event Description and Totals

Event held on Campus?	Event Date:	Start Time:	End Time:
<input type="checkbox"/> Yes	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No			

A. Number of Attendees:	B. Cost of meals/ refreshments:	Cost Per Person: <i>B total divided by A total</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Cost of Alcohol for Event:*	D. Cost of <b>Other</b> for the event:**	<b>Total Invoice:</b> <i>Add totals from B, C, and D</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Alcohol may not be charged to P-Card and must be paid from a designated PR fund.

\*\* Other includes items such as: linens, room rental, setup, etc...

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Enter the Business Purpose for this event in the box below:

### **In addition to this form please attach the following:**

- Invoice or Itemized receipt providing proof of payment
- Agenda, invitation, or flyer
- List of attendees and affiliation

### **To save this form as a PDF:**

1. Right click, choose 'Print'
2. Choose 'Save as PDF'