



Hospitality Expense Form (Research Funds)

Purpose

This form is required for all hospitality expenses charged to research funds.

It documents the purpose, participants, and expenses associated with hospitality provided in support of research activities.

Incomplete forms may result in delays, requests for clarification, or denial of the claim.

1. Claimant Information

Name:	
Department:	
Email:	

2. Event Information

Date of Hospitality Event:	
Location:	

Purpose of Event (Research Justification)

Provide a clear explanation of how this hospitality supports the research project:

Type of Hospitality Provided *(check all that apply)*

- Hosted meal/restaurant hospitality
- Workshop or event hospitality
- Conference hospitality
- Community engagement hospitality
- Research participant support
- Refreshments/light snacks
- Other

3. ATTENDEES / PARTICIPANTS

A. Hosted Meals / Small-Group Hospitality

(Complete for hosted meals, restaurant hospitality, or small-group hospitality activities.)

Name	Affiliation	Internal / External to BU	Relationship to Research

B. Workshops, Conferences, or Larger Hospitality Activities

(Complete for workshops, conferences, participant events, or larger hospitality activities.)

Individual attendee names are not required.

Event / Participant Group	Approximate Attendance	Participant Category / Research Relationship

4. Expense Summary

Item Description	Vendor / Location	Amount

Total Amount: _____

5. Documentation Checklist

- Itemized receipts attached
- Proof of payment attached
- Attendee or participant information included

6. Certification

I confirm that:

- The expenses are directly related to the research project
- The hospitality was necessary and appropriate for research activities
- The expenses comply with institutional and funder requirements
- No personal or ineligible expenses are included

7. Claimant Signature

Name:	
Signature:	
Date:	