

Ag Business Center (ABC)
Authorized Business Function Form
Documentation for Expenses Related to Business Functions, Training and
Recruiting

"WHAT" must describe the EXPENSE (such as breakfast, coffee, etc.)
"WHY" must describe the EVENT (such as staff meeting, recruiting, training)
"HOW" must describe the EXPENSE (How does the expense benefit the University? Example: Recruiting is an event which helps the University locate quality students and employees. However, if the expense is dinner, document how that dinner provided a necessary benefit towards achieving your goals.)

WHO attended the event: Please list names. If more than ten, list the number and categories (example: 15 students and 20 faculty members).

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

WHEN was the event held: _____

WHERE was the event held: _____

NAME OF THE EVENT/FUNCTION: _____

WHAT was the expense:

| | | |
|----------------------|-----------------------------|--------------|
| _____ Breakfast | _____ Lunch | _____ Dinner |
| _____ Coffee Service | | |
| _____ Snack | _____ Facility Rental | |
| | _____ Other (explain) _____ | |

WHY was the event held:

| | | |
|---------------------------------------|---------------------------|-----------------|
| ___ Training/Professional development | ___ Recruiting | ___ Outreach |
| ___ Working Meeting | ___ Fund Raiser | ___ Recognition |
| | ___ Other (explain) _____ | |

HOW A justification of University benefit must be included in the box below (add separate page if necessary)