

Ag Business Center (ABC) Official Function Form

Documentation for Expenses Related to Official 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 | _____ Decorations | _____ Hors d'oeuvres |
| _____ Snack | _____ Other (explain) _____ | |

WHY was the event held:

- | | | |
|---------------------|-----------------------------|----------------------|
| _____ Training | _____ Recruiting | _____ Client Meeting |
| _____ Staff Meeting | _____ Fund Raiser | _____ Recognition |
| _____ Team Meeting | _____ Other (explain) _____ | |

HOW did this expense benefit the University or the official goals of your function?

- _____ Extended contact to include normal meal times.
- _____ Created an atmosphere necessary to attain goal (cited in "WHY" above).
- _____ Encouraged event participation to attain the goal (cited in "WHY" above).
- _____ Enhanced social interactions to build community.
- _____ Rewarded outstanding performance (by an employee or other).
- _____ Provided a forum to raise awareness of an issue.
- _____ Provided an opportunity to welcome visitors.
- _____ Provided a setting to foster vital contributions towards the selection of the best candidate.
- _____ Other (describe): _____

Official Function Approver Signature

Date