

Hospitality Expense Justification

Strategic Sourcing – Payment Services

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

This form is to be completed and submitted with other supporting documentation (i.e., itemized receipt, event/meeting agenda, quote, or invoice) for hospitality related expenses. For detailed information on allowable hospitality expenses and appropriate funding sources, please refer to the [Hospitality Guidelines¹](#). Note: For business meetings or events attended by SJSU employees only, an event/meeting agenda is required to be included with the support documentation.

I. Requester Information

a. Name: _____	Email: _____
b. Department: _____	Phone: _____