

**MIAMI UNIVERSITY  
HOSTING DOCUMENTATION FORM**

**RES#:** \_\_\_\_\_

This form must be completed when charging a departmental account for hosting at University facilities. It may be used as an attachment in Buyway and for JV, credit cards, direct pays & purchase orders.

**DATE OF FUNCTION:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**NUMBER OF ATTENDEES:**

\_\_\_\_\_ FACULTY/STAFF

\_\_\_\_\_ STUDENTS

\_\_\_\_\_ OTHER

**DESCRIPTION OF MEAL:**

- BREAKFAST
- LUNCH
- DINNER
- OTHER (SPECIFY)  
\_\_\_\_\_

**NAMES & BUSINESS RELATIONSHIP**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF LARGE GROUP,  
NAME \_\_\_\_\_

**BUSINESS PURPOSE: (Check appropriate box & provide details)**

STAFF RECOGNITION

\_\_\_\_\_

CONFERENCE

\_\_\_\_\_  
(Conference Name)

SEMINAR SPEAKER

(Name) \_\_\_\_\_  
(Topic) \_\_\_\_\_

PROSPECTIVE EMPLOYEE

(Name) \_\_\_\_\_  
(Position) \_\_\_\_\_

STUDENT RECRUITMENT ACTIVITY

\_\_\_\_\_

(Purpose)

STUDENT ACADEMIC  
ACHIEVEMENT

\_\_\_\_\_  
(Purpose)

OTHER \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 153031 University Guests

\_\_\_\_\_ 153011 Student Hospitality

\_\_\_\_\_ 153021 Staff Hospitality

(Index) (Account)

**ABOVE INFORMATION PROVIDED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_