



Request Form for Prior Approval: Hospitality

As per Lakehead University's Hospitality Expense Policy, all special events to be in any way funded by the University *require prior approval from VP or President in advance*. Please complete the form with appropriate clarification to support selective, efficient, effective and sustainable spending *to benefit the University and/or its students*.

Purpose & description of proposed expense.

Date: _____ **Time of Day:** _____

Location: _____ **University Facilities: YES / NO**

Alcohol to be Served: YES / NO

Purpose/description:

Proposed attendees:

Budget estimate & description of expense items:

Budget code: _____

Initiator's name: _____

_____ **Date**

Approval: _____

Signing Officer Approval

_____ **Date**

Respective VP or President

_____ **Date**