



# Host Explanation Form

This form is to be used to substantiate a hosting expense. When completed, attach to the corresponding payment document (SIR, EXP, REQ) or to the PCard Statement of Account. Host Policy reference can be found at: <https://www.unlv.edu/controller/accountspayable/hosting>

<b>Date of Event</b>			
<b>Name and Description of Event</b>			
<b>Location of Event</b> (Venue, City & State)			
<b>Person Hosting</b> (Employee Sponsoring Event)			
<b>What</b> (Description of Items Purchased)			
<b>Why</b> (Explanation of Business Purpose)			
<b>Amount: \$</b>	<b>Please check one:</b>	<b>Approved Expense Limit</b>	<b>Actual Amount</b>
<b>Names of Individuals Hosted / Attended (Attach additional sheet if needed)</b>			
<b>Check-Box if UNLV Employee</b>			
<b>Hosting Codes: Check the appropriate additional Worktag Detail Code below</b>			
DC001 – General		DC010 – Internal Staff Meetings & Staff Development	
DC002 – Participant Costs		DC011 – Program / Business Development	
DC003 – Accreditation / Program		DC012 – Regents	
DC004 – Athletic Activities (on behalf of other institutions)		DC013 – Resident Graduation	
DC005 – Community Goodwill		DC014 – Resident Orientation	
DC006 – Employee Goodwill		DC015 – Student Life & Government	
DC007 – Fundraising		DC016 – Table Purchase - Institution Paid	
DC008 – Government Relations		DC017 – Table Purchase – Donor Paid	
DC009 – Grants (obtain Grants and Contracts approval)		DC018 – Donor, Potential Donors, Visitors & Other Non-Employee Gifts	
<b>Other:</b>			
<b>Worktags:</b>			
<b>Hosting is not permitted on State Funds</b>			
<b>Unit</b>	<b>Cost Center</b>	<b>Program-Project-Grant-Gift</b>	<b>Other (i.e. AC Code)</b>
<b>Department:</b>	<b>Contact:</b>	<b>Phone:</b>	
<b>Payment Method:</b>	<b>Employee Reimbursement</b>	<b>PCard</b>	<b>Vendor Payment</b>
			<b>Meal Allowance</b>
<b>*If Meal Allowance, Provide Explanation:</b>			

**Certification:** I certify that the hosted expenses above are solely for the conduct / benefit of official UNLV business.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Dean / Vice President or Higher Authority