



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>

Date of Event			
Name and Description of Event			
Location of Event (Venue, City & State)			
Person Hosting (Employee Sponsoring Event)			
What (Description of Items Purchased)			
Why (Explanation of Business Purpose)			
Amount: \$	Please check one:	Approved Expense Limit	Actual Amount
Names of Individuals Hosted / Attended (Attach additional sheet if needed)			
Check-Box if UNLV Employee			
Hosting Codes: Check the appropriate additional Worktag Detail Code below			
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	
Other:			
Worktags:			
Hosting is not permitted on State Funds			
Unit	Cost Center	Program-Project-Grant-Gift	Other (i.e. AC Code)
Department:	Contact:	Phone:	
Payment Method:	Employee Reimbursement	PCard	Vendor Payment
			Meal Allowance
*If Meal Allowance, Provide Explanation:			

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