Host Explanation Form		
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 usinessWurpose		
Amount: \$	Please check one:	Approved Expense Limit Actual Amount
E u • }(/v]À] μ ο• ,}•š Ι šš ν ~ šš Ζ]š]}ν ο •Ζ š](ν Ζ Ιr }Æ](hE>s u‰o}Ç		
Hosting CodesCheck the appropriatedditional WorktacDetail Codebelow		
DC001t General		DC010t Internal Staff Meetings & Staff Development
DC002t Participant Costs		DC011t Program / Business Development
DC003t Accreditation / Program		DC012t Regents
DC004t Athletic Activities(on behalf of other institutions) DC013t		