

# BUSINESS OFFICE

## Hospitality Form Instructions

Revision Date 10/1/25



FORT HAYS STATE  
UNIVERSITY

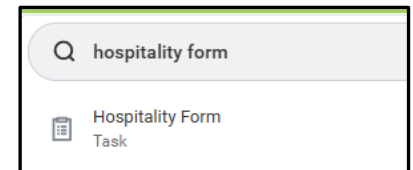
Forward thinking. World ready.

These are instructions for submitting a Hospitality Form in Workday. The Official Hospitality Guidelines, including policies and other important information, can be found at <https://www.fhsu.edu/bus-off/Other%20Policies%20and%20Procedures%20/>.

The Hospitality Form is required for any hospitality expense in Workday. This form is used to collect information that is required by the State of Kansas for hospitality expenses. The Hospitality Form should be submitted simultaneously with the expense transaction (ex. P-Card Verification, Supplier Invoice, Expense Report). Do not submit the form in advance of the purchase. **The Hospitality Form Number (ex. FHOSP1) will need entered on the expense transaction in Workday in the Workday Extend Form Numbers field.** A PDF copy of the hospitality form is not required to be attached.

1. Once logged in to Workday, the Hospitality Form can be accessed by either one of these two options:

- a. Click the MENU option in the upper left corner and select Workflow Apps
  - i. Select the Business Office tab
  - ii. Click on the Hospitality Form
- b. In the search bar, type **Hospitality Form** and select the task



2. Click on Create to start a new form and complete all required (\*) fields
  - a. Fiscal Year = Current Fiscal Year
  - b. Department = Name of Department that hosted the hospitality event
  - c. Location = Location that hospitality event was hosted
    - i. Select *Off Campus* if event was not held on in a campus building
  - d. Function = Enter a general description of the function. Details and justification for the event are provided in a different field. *Examples: Fall Transfer Student Orientation, November Staff Meeting, LLC Monthly Check In, etc.*
  - e. Date of Function = Date the hospitality event was held.
    - i. Note that a separate form is required for separate functions, even if there are multiple events being held for the same purpose.
    - ii. If the hospitality expense is not for a specific dated function, such as the purchase of refreshments provided over a period of time, the date entered should be the date of the purchase.
  - f. Payment Details-if more than one expense was incurred for the hospitality event, click the + to add additional lines to record each expense.
    - i. Payment method = P-Card, Supplier Invoice, Expense Report, or Central Purchasing will need to be selected.

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- ii. Workday Transaction ID = enter the transaction number from the Workday expense. See the following for examples:
  - 1. P-Card: PCV00XXXXX
  - 2. Supplier Invoice: N0012345
  - 3. Expense Report: E0012345
  - 4. Central Purchasing: enter the invoice number. You will not have a Workday transaction number.
- iii. Supplier/Employee Name = this will automatically populate once the Workday Transaction ID is entered.
- iv. Amount = Amount of hospitality expense
- g. Host Details-at least one host is required
  - i. Hosts = Name of the employee hosting the hospitality function. If a department is hosting the function, the employee that leads the department should be selected (ex. Dean, Chair, Director, etc). Once the employee's name is selected, their official job title will appear.
    - 1. If there is more than one host for the hospitality function, click the + to add additional hosts.
- h. Number of attendees = number of individuals that attended the hospitality function
- i. Name(s) or Description of Group Attending = enter a general description of the types of individuals that attended the hospitality function
  - i. Examples: Incoming Transfer Students, Business Office Staff, Executive Board Members, Candidate & Search Committee Members
- j. Meal Provided = if a full meal was provided, click the + to add all state employees that attended the hospitality function.
  - i. If the names to be listed are more than 10, you can provide a document in the attachment section (located at the bottom of the form) that provides a list of all state employee names.
- k. Candidate Interview = if the hospitality function was for a candidate interview, add the name of the candidate.
- l. Memo/Business Justification = enter the objective and/or goal of the hospitality function. Hospitality expenditures are to be used for official business to assist an agency in fulfilling an objective or goal which supports the mission of Fort Hays State University. The information entered in this field must make it clear what the objective or goal of the hospitality function was.
  - i. As a reminder, state funds cannot be used for hospitality events where the intent is a 'thank you' or 'appreciation'. A full list of prohibited hospitality expenses can be found in the Official Hospitality Guidelines linked at the top of this form or found at [www.fhsu.edu/bus-off](http://www.fhsu.edu/bus-off) under the Other Policies & Procedures menu option.
- m. Comment = enter any other information that needs documented about the hospitality expense and/or function.

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- n. Attachments = attachments are not required. The invoice/receipt does not need to be attached, as it gets attached to the Workday expense transaction. If a full meal was provided, a list of employee names can be attached here.
- o. Click Submit and form will automatically be sent to Accounts Payable for processing.

If any of the information or fields on the form are missing/incomplete, the Hospitality Form will be sent back to the submitter in Workday for revisions.