Business purpose

- All university expenses must be considered reasonable in terms of price, purpose and necessity and must be in the best interest of the university.

- Therefore, each university business expense transaction must be supported by a written business purpose, regardless of the item, type of service, amount or form of payment.

- All authorized approvers (Individuals, Supervisors, SBOs, etc.) are responsible for ensuring that charges made on university accounts, including sponsored projects and gift accounts, include all necessary documentation to support the expenditure.

- Expenditure requests with missing or incomplete documentation should not be approved and should be returned to the requester for additional information.
Business purpose requirements


- **Who** – The **name(s)** of individual(s) who incurred the expense or attended.
- **What** – What the **expense** entailed (business lunch, equipment, professional services, conference, reception, etc.).
- **Where** – The **location**, including city and state and state (and country if international).
- **When** – The **date** (or date range) the expense occurred.
- **Why** – **Activity** or agenda, topic discussed, justification, relevance to the fund.