## DOCUMENATION FORM FOR SPOUSALEXPENSES

Complete this form for allowable travel and ntowavel expenses incurred form employee's spouse pursuant to the employee's contract with the University. The form tiserves document the business purpose of the spouse's participation in an activity in accordance with the policies and procedures of the University and IRS regulations. If the spouse has no specificand significant involvement in the activity, the allowable expenses paid by the University will be treated as the employee's taxable income subject-20re/porting.

Employee Name/Title (pleaşein	t)	
Location(s)		Event(s)
Business purpose is for fund	raisinarecruitmer	nt. or community events:
Please indicate the names or specific actions (e.g., presen	donors or perso tation to a group	ons being recruited, and des <b>spibese's</b> or spoke with different donors or other nt, or community eveptrpose.

2. Business purpose is for educational program in conferences, seminars, and conventions:

ength of time spouse spent at	conference or other event:
EmployeeSignature	Date
ApprovalSignature	Date
INRESTRICTED ACCOUNTIN	IG LISE ONLY
Non-Taxable	
	were necessary and proper and were ompleted for oses. The description and length of time of the business
• • • • • • • • • • • • • • • • • • • •	uppot that the expenses are a non-taxable bona fide
Taxable	
he spou <b>s</b> lexpenses are allowable	e, but do not meet the <i>bona fide</i> business purposeto
compte the Iniversity business he	and the department will be an
romote theUniversity busines;he	