Business Purpose Overview

TYPE OF EXPENSE:	TRAVEL	ENTERTAINMENT	GIFTS
REQUIREMENTS: Business purpose for the expense or the business benefit gained or expected to be gained.	• Dates left and returned • Destination or area of travel (city and state).	• Date of entertainment • Location of entertainment (generally on receipt) • Nature of business discussion or activity • Identities of persons who took part in the activity	•Date of the gift • Description of the gift • Information about the recipient that documents their **business relationship** to SHU
ACCEPTABLE BUSINESS PURPOSE	• Airline ticket purchased for trip to Atlanta, GA on Feb 12 through 15, 2005 to attend recruiting event. • Hotel expenses for NACUBO conference I attended in Philadelphia, PA from May 23-25, 2005.	• Meeting with John Smith and Mary Jones on March 15, 2005 to discuss donor cultivation strategies. • Meeting with Business faculty to discuss marketing student project on March 15, 2005.	• Sent flowers to Mark Johnson, alumnus, on August 9, 2005 to thank him for his donation to SHU. • Purchase of CDs and DVDs to use as prizes for student contest held at Boland Hall on May 7, 2005.
UNACCEPTABLE BUSINESS PURPOSE	Any description that does not clearly identify the nature of the trip: • Simply writing "hotel bill", "conference registration", or "airline tickets for student trip" is insufficient.	Any description that omits the attendees and/or the business discussion: • Simply writing "Lunch with John Smith" or "department lunch" is insufficient.	Any description that does not clearly state the business benefit gained or expected to be gained: • Simply typing "flowers", "prizes", or "thank-you gift" is not sufficient.

For additional information, please refer to Travel Policy 105.5 which can be found on the SHU website using the following path: http://admin.shu.edu/procurement/bpp/105.5.html . You may also access this website via Paymentnet by clicking on "Links" at the welcome screen.