

Columbia College
Pre-Approval of Expense Form

Employee Name: _____

Program/Department: _____

Date Requested: _____

This form is to be completed in areas where prior approval for an expense is required.
The following expenses apply:

1. Recognition of an Employee(s) (may include lunch, small gift)
2. Hosting of Meetings for Advisory Boards, Staff, Vendors (meal, snacks)
3. Conferences or Special Events
4. Relationship building

Name of Staff/Guest(s):

Program/Department or Name of their Organization

Reason or Rationale:

Date or Proposed date of event or activity: _____

Projected Amount of Expense: _____

Detailed breakdown for expenses over \$500:

Maximum Amount Approved: \$ _____

President's Approval

Date

Note: Approval will not be given to submissions after the fact.

Please include this completed form with the expense reimbursement form and receipt(s) to Accounting for processing.