

Event

Event / Activity		
Location		
Company / Providers		
Date		Amount

Cost Centre to be Charged

Please provide the Cost Centre Code & Description (i.e. Department / Project or Club / Society)

Cost Centre Code	
Cost Centre Name	

Justification

Business Case	Attendees & Organisation.
<p>Attendees must include external persons. For larger events you may attach a an existing document showing attendees (eg table plan or sign-in sheet etc.) Please read Hospitality Policy for more information.</p>	

Approval

Organiser		Date	
Exec. Level		Date	
Only required where cost exceeds €1,000			