**Hospitality Event Participant Form**

**Date of event:**  

**Purpose of event:**  

External guests invited: □ Y □ N  

University wide event: □ Y □ N  

---

Enter total charged to FAST account code 7283 hospitality: $__________  

Total number of participants:  

Total cost per person: $__________  

---

If the amount per person is $25.00 or more (no more than $40.00 is considered reasonable), check the boxes below if any of the individuals were in attendance:

- Andersen, Carrie University Secretary  
- Alexander, Merle BOG - Member  
- Barnhardt, Don General Counsel  
- Bedi, Shailoo BOG - Member  
- Bourbon, Keith BOG - Member  
- Callahan, Marilyn BOG - Member  
- Cassels, Jamie President & Vice-Chancellor  
- Horbachewski, Chris VP External Relations  
- Fairley, Katherine BOG - Member  
- Monahan, Adam BOG - Member  
- Dunsdon, Jim AVP Student Affairs  
- Gorrill, Gayle VP Finance & Operations  
- Watts, Juliet BOG - Member  
- Kalynchuk, Lisa VP Research  
- Kilbey, Kane AVP Human Resources  
- Kuehne, Valerie VP Academic & Provost  
- Prendergast, Monica BOG - Member  
- Lewis, Susan VP Academic Planning  
- McIntyre, Cathy BOG - Vice-Chair  
- Ramsey, Paul BOG - Member  
- Parkin, Michele AVP Faculty Relations  
- Rogers, Shelagh Chancellor  
- Scarth, Rachael AVP Research Operations  
- Simpson, Kristi AVP Financial Planning & Ops  
- Van Ruven, Beverley BOG - Chair  
- Thoms, Carolyn BOG - Member  
- Zussman, David BOG - Member  

---

- Certain expenditures are considered taxable income to employees and must be reported to Payroll. See sections 4.04, 4.05 and 4.10 of the [FM5600](#) policy.  
- See Policy [FM5600](#) Hospitality Expenditure Policy and Associated Guidelines