

# SPOUSAL TRAVEL/EVENT ATTENDANCE JUSTIFICATION FORM

Controller's Office



Pursuant to federal tax law, the following form must be completed to substantiate the bona fide business purpose of spousal travel/event attendance. Users should be familiar with the University [Business Policies and Procedures](#) found on the Controller's Office website. Approval must be obtained prior to travel or event.

*Please type:*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee's University ID#

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name of Spouse

\_\_\_\_\_  
Spouse's University ID# (if applicable)

\_\_\_\_\_  
Date(s) of Travel/Event

## Travel/Event Description:

## Justification of Spouse Travel/Event Attendance:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
SAC or SF Business Office Representative (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
University Approval (President or Vice President Signature)

\_\_\_\_\_  
Date

Attach the completed form to the Authorization for Payment form or Procard Statement.