

ENTERTAINMENT REIMBURSEMENTS

Section 1 - to be completed by person incurring expense

| |
|--|
| Name: _____ |
| Email address: _____ |
| Date of Event: _____ |
| Location of Event: _____ |
| Amount: \$ _____ |
| Purpose: _____ _____ _____ |
| Number of Participants: _____ List name, title, occupation, or group affiliation (may attach guest list): _____ _____ |
| Type of Event (please check one): <input type="checkbox"/> Host to Official Guests, Recruitment <input type="checkbox"/> Student-Oriented Meetings <input type="checkbox"/> Meetings of Learned Society or Organiz <input type="checkbox"/> Current/Prospective University Donors <input type="checkbox"/> Meetings of an Administrative Nature <input type="checkbox"/> Receptions |
| <i>If an itemized receipt is not available, a missing evidence form must be attached</i> |
| Were there any alcohol charges? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If there was alcohol, the expense should be broken out and paid for using the appropriate funds |
| <i>OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose</i> |
| SIGNATURE: _____ Date: _____ |

Section 2 - to be completed by PI

| | | |
|--|-----------|--------|
| Account to be charged (specified by PI): | | |
| PROJECT CODE | ACCOUNT # | FUND # |
| X _____ | | |
| PI APPROVAL SIGNATURE | | |

Please attach original receipts showing amount paid and method of payment.

***** all fields of form must be completed *****
incomplete forms will NOT be processed and
will be returned.