Entertainment Reimbursement Worksheet 2012-2013

TYPE OF MEAL: LUNCH / DINNER (CIRCLE ONE)

DATE: ______________________ LOCATION: ________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

GUEST (provide name and affiliation): _______________________________________

OFFICIAL HOST (PERSON TO BE REIMBURSED): ________________________________

Official Host: I was present and certify that these entertainment/hospitality expenses claimed were incurred for official University business purposes on the dates shown, and that I have attached original receipts for each expense as required by University policy.

SIGNATURE: __________________________________________________________________

GENERAL RULES FOR ENTERTAINMENT PURPOSES

1. The receipt must be an itemized receipt and not a credit card payment receipt. IF YOU DON’T HAVE AN ITEMIZED RECEIPT YOU MUST FILL OUT A “DECLARATION OF MISSING EVIDENCE” FORM. NO EXCEPTIONS.

2. Alcoholic beverages will require retroactive approval from the Dean’s office.

3. Please list full names