Grad Recruitment Entertainment Reimbursement Worksheet 2012-2013

LUNCH: 1 lunch @ $8.00 per person for a maximum of 5 people
DINNER: 1 dinner @ 20.00 per person for a maximum of 4 people

TYPE OF MEAL: LUNCH / DINNER (CIRCLE ONE)

DATE:______________________LOCATION:_____________________________________________________

GUEST:_______________________

OFFICIAL HOST (PERSON TO BE REIMBURSED):________________________________________________________

HOST:______________________

HOST:______________________

HOST (lunch only):

OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose

Signature:_______________________________________________________________________

GENERAL RULES FOR ENTERTAINMENT PURPOSES

1. Each visiting student is taken to one lunch and one dinner during their entire visit.
2. The maximum allowable rates include tax and gratuity.
3. The receipt must be an itemized, original receipt and not a credit card payment receipt. IF YOU DON'T HAVE AN ITEMIZED, ORIGINAL RECEIPT YOU MUST FILL OUT A "DECLARATION OF MISSING EVIDENCE" FORM.
4. The per person maximum ($8 lunch/$20 dinner) applies even if the total bill does not meet the overall maximum of $40 for lunch or $80 for dinner (i.e. if four people are eating lunch and the total bill comes to $40, only $32 will be reimbursed.)
5. Purchase of alcoholic beverages or tobacco will not be reimbursed.
6. Only one host will be reimbursed
7. Please list full names of hosts and guests.