

2024–25 Department Colloquium Entertainment Reimbursement Worksheet

Maximum Allowable Reimbursement

LUNCH 2 HOSTS MAX	DINNER 3 HOSTS MAX
1 guest @ \$15 max. + 2 hosts @ \$15 max.	1 guest @ \$30 max. + 3 hosts @ \$30 max.
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= \$45 total including tax and gratuity	= \$120 total including tax and gratuity

University Rules Governing Reimbursement for Entertainment Purpose

- Alcohol cannot be reimbursed, and should not show on receipts you submit.
- Reimbursement request must include an **itemized receipt**, not merely a credit card payment receipt.
- Only one host will be reimbursed.

Reimbursement Information (include both first and last names)

Meal Type: Lunch Dinner

Location: _____ Date: _____

Guest (Speaker): _____

Host 1: _____

Host 2: _____

Host 3: (dinner only): _____

Group Host/Leader Certification

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

Name: _____

Signature: _____