

**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.