

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): _____

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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 PRUPOSES

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