

Speaker's Club Entertainment Reimbursement Worksheet 2012-2013

LUNCH: 3 HOSTS +1 GUEST @ MAXIMUM/\$15.00 per person for a **maximum of 4 people**

DINNER: 4 HOSTS +1 GUEST @ MAXIMUM/\$25.00 per person for a **maximum of 5 people**

TYPE OF MEAL: LUNCH / DINNER (CIRCLE ONE)

DATE: _____ LOCATION: _____

GUEST: _____

HOST: _____

HOST: _____

HOST (lunch only): _____

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 maximum allowable rates include tax and gratuity.**
2. 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.**
3. No alcoholic beverages will be reimbursed.
4. Only one host will be reimbursed.
5. Please list full names