

Entertainment Reimbursement Form

(Food/Restaurant)

English, History, Philosophy Administrative Unit

Date Submitted: _____

Check the appropriate Department:

D01018 English

Requestor's Name: _____

D01019 History

D01021 Philosophy

Date & Location of Event: _____

D01328 Admin Unit

Purpose of Meeting/Event: _____

A guest list containing the name, title, occupation or group must be attached to this Entertainment Request Form to establish the business relationship to the University of the person being entertained. If more than 10, a separate sheet is needed.

	NAME	Title	Occupation/Group
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Name of Restaurant/Grocery Store: _____

Grand Total: \$ _____

Funding Source: _____

Approved by Analyst or FAO: _____

***Please tape receipt(s) on a separate sheet of paper.**

Initials of ePay Transactor: _____