

**UCR ENTERTAINMENT CHECK REQUEST FORM U5-1E (R-10/06)**

**ONE FORM PER EVENT**

**ENTERTAINMENT EXPENSE GUEST LIST**

DATES & LOCATION OF EVENT

PURPOSE OF MEETING

A guest list containing the name and title, occupation, or group must be attached to the Entertainment Check Request to establish the business relationship to the University of the participants being entertained.

	NAME	TITLE	OCCUPATION/GROUP
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