

“Entertainment Reimbursement Request” Form

Please affix receipts neatly to an 8 ½” x 11” piece of paper and submit stapled to the **COMPLETED** following page.

Field definition:

“Request Date”	Date reimbursement request is being submitted.
“Requester”	Person who is to be reimbursed
“Amount”	Amount of reimbursement request
“Fund Source”	Grant or Account to reimburse from
“Authorizing Signature”	Of Faculty or Supervisor
“Event Date”	Date of function
“Purchased From”	Vendor/Company that was paid for goods/services
“Location”	Location of event (building, city, state, country)
“# of Attendees”	Number of people that attended function/meal/event
“Speaker”	Speaker or Guest
“Topic”	Title of seminar/meeting/project
“Payment Method”	Check appropriate box (if “other” please explain)
“Description”	Summary of event (or any other pertinent information)

