

MEALS/ENTERTAINMENT REIMBURSEMENT FORM

Please classify the expenditure (check one)

- Hosting Non-University Personnel
- Seminar/Conference Luncheon not hosted by Department

Department to Host- Requires Deans Approval/ (This approval is generally to be done annually as part of the resource planning process.)

- Reception
- Retreat
- Department Seminar
- Open House
- Other (Describe Below)

How many people attended the event? _____

Name and Company/University of person(s) being hosted

If 12 or less people were in attendance, please list names of those present.

Please describe the business purpose and identify how the meal furthered the university's interest.

Signature of Person Submitting Claim

Date

Dean's Signature or Dept. Chair Signature

Date

(Please attach all receipts, the purchasing form, and other paperwork if necessary.)