

UNIVERSITY OF CALIFORNIA, DAVIS
Department of Electrical and Computer Engineering
Entertainment Reimbursement Request

Receipt Requirements: An original, itemized receipt is required and must identify both food and beverage purchases. There will be no reimbursement for alcohol purchased. If you do not have an itemized receipt you will need to attached a Declaration of Lost Evidence Form. Some restaurants do not give itemized receipts. Under these circumstances, Accounts Payable will accept a Declaration of Lost Evidence Form that explains that the restaurant would not provide an itemized receipt.

Name: _____ Date: _____

Phone Number: _____ Email: _____

1. **Type of Expense:** Breakfast Lunch Dinner Light Refreshments

2. **Type of Entertainment** Administrative Meeting Prospective Appointee
 Faculty/Staff Meeting Official Guest

3. **Name of prospective appointee, society, organization or student group entertained:**

4. **Number of Participants:** _____ **List names and titles of participants below. If more than ten participants, please submit a separate sheet with names and titles.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. **Date Entertainment Occurred:** _____

6. **Reason for Entertainment:** _____

PI Signature: _____ Date: _____

Fund Verification: _____ Date: _____

Budget to be charged: _____ DaFIS Number: _____