



ENTERTAINMENT EXPENSE FORM

To prevent a personal tax liability, each occasion must be documented by receipts for expense.

Person requesting event/Official Host:

Specific Statement of Benefit to the University:

Location / Place: Date of Event: Time of Event:

If ten (10) or less, list attendees. If more, list honored guest along with the number of persons attending. Affiliation(s): # of Attendees

DESCRIPTION	Type of Occasion:	<input type="checkbox"/> Recruitment <input type="checkbox"/> TSU Guest <input type="checkbox"/> Business Meal		<input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Reception	
	Check all that apply:	<input type="checkbox"/> Food & Beverage, purchased - TSU Food Svc	<input type="checkbox"/> Food & Beverage, Dining Out	<input type="checkbox"/> Food & Beverage delivered to TSU	If Alcohol will be purchased list the time of day (a.m./p.m.) _____
	Account to be charged:	Fund: _____	Org: _____	Acct: _____	Program: _____
	Total Estimated Cost:				Total Actual Cost:

I CERTIFY THAT THE ALL EXPENDITURES ARE MADE FOR OFFICIAL UNIVERSITY BUSINESS, ARE ACCURATE AND THAT I AM NOT REQUESTING PAYMENT/REIMBURSEMENT FROM ANY OTHER SOURCE.

Printed Name Signature

COMPLETE THE FOLLOWING WHEN REIMBURSEMENT OR PAYMENT TO VENDOR IS REQUESTED. NOT REQUIRED WHEN USED AS PAYMENT CARD DOCUMENTATION.

Requestor	Date	Official Host Signature	Date
Dean/Executive Director Signature	Date		
Vice President's Signature	Date:		

Note: For payment card purchases attach receipts to this document along with the Expense Report and forward to the Procurement Services. For reimbursement or payment to a vendor attach receipts/invoices to this document along with the Direct Pay Voucher and forward to Accounts Payable for payment/reimbursement.