## **DOCUMENTATION OF ENTERTAINMENT EXPENSES**

Nature of the Eve	ent		
Description of the Eve	ent (Lunch, Dinner, etc):		
Date of Event:	Location of Event:		
Purpose of Event:			
Names of Attende	ees:		
Name:	Title:	Person SIU	nel Non-SIU
<b>Event E</b>	Expenditures:		
Total Esti	imate Cost of Event:		
Total Ame	ount of Reimbursement Requested	\$ (Attach all appropriate receipt	s)
	Authorization and Approvals		
furthermore does	above reimbursement request amount is related exclusively to a not include any costs for alcoholic products (excluding Found has been obtained for reimbursement of entertainment expense	lation accounts). If applicable	
Individual Request	ting Reimbursement Date Fiscal Officer	Da	ite

This form must accompany all invoice vouchers or travel expense forms requesting reimbursement of entertainment expense.