

I am documenting the following expenses for a total of : \$ \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Banner A#: \_\_\_\_\_ Department: \_\_\_\_\_

Business Reason: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Persons Entertained:		
Individuals Involved Names:	Title and Affiliation (Speaker, Prof., Grad Student, etc.):	University/Company:

**Expense Detail Section (itemized detail receipts must be attached):**

Business Name (Provider)	Location	Date of Expense	Amount
Total			

I certify that all expenses claimed are correct for the business reason stated above and were incurred in the performance of university business.

Employee Signature	Date	Supervisor Signature (one level above employee)	Date
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**Exception/Alcohol Purchase Approval**

I certify that it is in the University's best interest to approve an alcohol purchase or an exception to the Meals and Entertainment Policy.

Dean / Vice President Signature	Date
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