

# ENTERTAINMENT EXPENSES

## Reimbursement Request Form

There are two steps involved in order to obtain a reimbursement for entertainment expenses.

**Step 1:** Submit this worksheet to Van Kasiske with original receipts and provide a list of all attendees and their titles. Receipts over \$75 must be itemized and clearly detail all food and drinks that were served. All receipts must clearly indicate form of payment or zero balance due. Please tape your receipts to a sheet of 8 1/2" by 11" paper.

**Step 2:** After the purchase order has been processed in the department, it will be left in your mailbox for you to sign as host for the event. Disbursements will not generate the reimbursement without your original signature. These are the current rates for maximum entertainment reimbursement per person including taxes and tips:

Breakfast \$26.00    Lunch \$38.00    Dinner \$64.00    Light Refreshments \$17.00

Date \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Payment will be made via Electronic Funds Transfer (EFT). *(If you have not signed up for EFT, we encourage you to do so now.)*

Employee ID# \_\_\_\_\_ OR Student ID# \_\_\_\_\_

Date of event \_\_\_\_\_ Total reimbursement \$ \_\_\_\_\_

How many participants \_\_\_\_\_ (a guest list showing names and titles of everyone attending must be submitted with receipts)

Type of Event (choose one):    \_\_\_ breakfast    \_\_\_ lunch    \_\_\_ dinner

Meeting: \_\_\_ light refreshments

Reception: \_\_\_ light refreshments    \_\_\_ buffet

Please identify where this expense is to be charged, or the name of your group:

\_\_\_\_\_

Nature of the occasion or specific purpose of the meeting and participant list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_