



Business Meeting and Entertainment Reimbursement Form

Name _____ Contact Number _____ Email Address _____ Mailing Address _____ UCSB Employee? <input type="radio"/> Yes <input type="radio"/> No	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Event Details</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Date</td> <td>_____</td> </tr> <tr> <td>Location</td> <td>_____</td> </tr> <tr> <td>Host</td> <td>_____</td> </tr> </tbody> </table>	Event Details		Date	_____	Location	_____	Host	_____
Event Details									
Date	_____								
Location	_____								
Host	_____								

Type of Expense

Breakfast
 Lunch
 Dinner
 Light Refreshment
 Other: _____

Business Related Purpose of the Event (select one)

Host to Official Guests, Recruitment Receptions
 Student-Oriented Meetings Other _____
 Meetings of an Administrative Nature

Account to be Charged _____ Amount Requesting _____

SUBMIT COMPLETED FORM ALONG WITH ALL ORIGINAL RECEIPTS

Please attach an Invite, Flyer, or Agenda related to this event

Business Purpose and Guests: List Name, Title, Occupation or Group Affiliation relevant to business purpose (or attach a list)

Notes:

OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred by me for an official University business purpose on the date shown, and that I have attached original receipts.

AUTHORIZING SIGNATURE

DATE

Signature

Date

Print name and title

Maximum Per Person Expenditure:
Breakfast \$27, Lunch \$47, Dinner \$81, Light Refreshments \$19