## Request for Reimbursement for Entertaining Guests

Guidelines for Reimbursement:

You may not be reimbursed for alcoholic beverages.

Payment may be made for colleagues and guests only. This does not include spouses of visitors or non-colleague spouses. Tips of up to 15% only are allowed.

You must present an itemized receipt. If you do not have an itemized receipt, you must complete the itemization below.

ate:	Purpose of Meal:	
eople Present:		
otal Cost:	BCORGX:	
ess Alcohol:	Cathy Page signature BCOPCX:	
Subtotal	Marina Guenza signate BCOGRX:	ure
ip (15% max):	Graduate Coordinator s Other:	signature
Fotal Claimed:		ılty member Signature
emization: (i.e. 1 salmon special @	to this form. You will not be reimbursed unle \$\text{9} \\$12.95. 1 coffee @ \\$1.50) Please use the	back of the page if necessary.
ITEMS		PRICE
		Total:
certify that the above information i	s accurate and complete.	Total:

**UO ID Number** 

Commodity code: "reimbursement"

Account code: 28612