Clear Form

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.

Vendor or Restaurant: _____

Date: _____ Purpose of Meal: _____

People Present: _____

Total Cost: _____ BCORGA: _____
Cathy Page signature

Less Alcohol: _____ BCPCDX: _____
Michael Kellman signature

Subtotal _____ BCGSCX: _____
Graduate Coordinator signature

Tip (15% max): _____ Other: _____ _____
Index Faculty member Signature

Total Claimed: _____

Attach visa or cash register receipt to this form. You will not be reimbursed unless all items are completed.
Itemization: (i.e. 1 salmon special @ $12.95. 1 coffee @ $1.50) Please use the back of the page if necessary.

ITEMS	PRICE

Total: $0.00

I certify that the above information is accurate and complete.

Printed name of requestor _____ Signature _____ Date _____

UO ID Number

Commodity code: "reimbursement" Account code: 28612