

# Entertainment Reimbursements

## REIMBURSEE

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

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date expenses were incurred: \_\_\_\_\_

Reimbursement Total: \$ \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Name and Location where expenses were incurred: \_\_\_\_\_

What was the purpose of Entertainment/Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Participants: \_\_\_\_\_

Name	Title	Institution
1.		
2.		
3.		
4.		
5.		

(Please attach list if more than 5 people)

Payee Signature: \_\_\_\_\_

PI Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PI Last Name: (Print) \_\_\_\_\_

Do You Want a:

Check

Direct Deposit

Campus Mail