

Reimbursement for Entertainment Expenses

University policy requires original itemized receipts for entertainment expenditures. **Alcoholic beverages cannot be charged to State General Funds or Federal Funds.** Entertainment expenses of a spouse (or equivalent) of any attendee are an exception and approval must be requested 10 days in advance of the event in writing or by email to the EVC via the Dean's office. "After the fact" requests will not be approved.

HOST (name, title & dept) _____ EVENT DATE _____

PURPOSE OF ENTERTAINMENT _____

LOCATION OF EVENT _____

TOTAL AMOUNT OF EXPENSE \$ _____

NOT TO EXCEED THE FOLLOWING AMOUNT (PER PERSON)

- Dinner \$64.00
- Lunch \$38.00
- Breakfast \$26.00
- Lite Refreshments \$17.00

INCLUDE LIST OF ALL GUESTS IN ATTENDANCE (ATTACH LIST IF NEEDED)

NAME

TITLE AND AFFILIATION

NAME

TITLE AND AFFILIATION

NAME

TITLE AND AFFILIATION

I CERTIFY THAT THE ABOVE LISTED ENTERTAINMENT EXPENSES WERE INCURRED FOR OFFICIAL UNIVERSITY BUSINESS PURPOSES.

SIGNATURE OF HOST _____



Center for Conservation Biology
University of California, Riverside

OFFICE USE ONLY FAU: _____