



ENTERTAINMENT EXPENSE APPROVAL FORM

[Note: Use Tab Key to move to “Next Block” & Click Button to Reset Form]: >>

Date: (mm/dd/yy)

Permission is requested to use _____ **funds for “official”**

(Organization/Budget(s))

University entertainment as follows:

Date of Function:

Location:

Function Type:

Amount Claimed:

(Refreshments/Breakfast/Lunch/Dinner/Other)

Alcohol Included: (Check Box) Yes No **[If yes, see APM 70.21(C-4)]**

Purpose of Entertainment:

Guest(s) Names and/or Function Name:

Requested by:

Date: (mm/dd/yy)

Signature: _____

I certify that this claim is correct and just for the service(s) and/or supplies that were furnished or rendered, and that the activity was an “*official University function*”.

Approved by: _____ **Date:** _____
(Provost, VP, Dean, Director, or Dept Head)

[Please print, and submit this form with Claim Voucher to Accounts Payable – Mail Stop 4331]