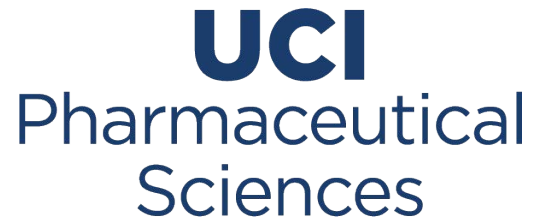


Business/Entertainment Reimbursement Form

(Complete all fields below and attach itemized receipts)



Today's Date:	Event/Title:
Event Date:	Host Name:
Event on Campus: <input type="checkbox"/> Yes <input type="checkbox"/> No	Meal Type: <input type="checkbox"/> Breakfast (\$27 per person limit) <input type="checkbox"/> Lunch (\$47 per person limit) <input type="checkbox"/> Dinner (\$81 per person limit) <input type="checkbox"/> Light Refreshments (\$19 per person limit)
Was Alcohol Served: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach alcohol permit	
<p>Please note alcohol cannot be charged onto state funds. Any meal overages will require Exceptional Approval and will be charged to non-state and non-federal funds.</p>	
Account:	Amount Total:
Explain the business purpose of the event in detail (attach agenda): (ex: Business Meeting, Employee Morale, etc.)	
If charged to a grant, how does this event benefit the project?	
Number of Attendees and Affiliation to UCI/Event: List of Attendees (or attach separate list):	

Host Certification:

I certify that this is a true statement of entertainment/meeting expenses incurred for official University business in accordance with the University Business 79 Policy on Entertainment. This form must be signed by the official host and included with expense documentation sent to scanning along with a printed coversheet.

Entertainment Host(s) Signature Date

PI Signature Date