

Entertainment Reimbursement Request Form

Please turn in completed request form to 170 Everson (TAAG Business Office)

Host's Name: _____

E-mail: _____

Phone: _____

Date of Entertainment: _____

Business Purpose: _____

Event type: _____ **Account Number:** _____

TYPE OF EXPENSE:

Breakfast Lunch Dinner Light Refreshments Other

TYPE OF ENTERTAINMENT:

Public Reception (Attach a Flyer) Prospective Appointee
 Official Guest: Faculty/Staff Meeting, Student Organization

Name of appointee, society, organization, or student group being entertained:

Number of Participants: _____

If this is a public event, names are not required. Instead, attach your event flyer or invitation.

Please list names of participants (if more than 10 including host, attach a roster or sign-in sheet):	

1. Attach original, itemized receipts to an 8½ x 11 sheet of paper.
2. Attach flyer (if appropriate).
3. Please turn in completed request form, receipts and flyer to 170 Everson (TAAG Business Office).

Please address any questions to Vivian Reyes-Johnson (vjohnson@ucdavis.edu) 752-0106