

**BUSINESS / ENTERTAINMENT REIMBURSEMENT REQUEST FORM**  
**(Complete all fields below)**

<b>Date:</b>	<b>Employee ID:</b>
<b>Payee:</b>	<b>Phone:</b>
<b>PI Name:</b>	<b>Budget Code:</b>
<b>PI Signature:</b>	
<b>Event Date:</b>	<b>Amount:</b>
<b>Host Name:</b>	<b>Event on Campus?      Yes      No</b>
<b>Breakfast</b>	<b>Refreshments AM</b>
<b>Lunch</b>	<b>Refreshments PM</b>
<b>Dinner</b>	
<b>Explain the purpose of the event in detail.</b>	
<b>Why did the event occur during a mealtime (breakfast, lunch or dinner)?</b>	
<b>If research funds are being used, how does it benefit the project?</b>	
<b>Number of attendees:</b>	
<b>List attendees ( or attach separate list )</b>	
<b>1</b>	<b>6</b>
<b>2</b>	<b>7</b>
<b>3</b>	<b>8</b>
<b>4</b>	<b>9</b>
<b>5</b>	<b>10</b>
<b>Department Reviewer:</b>	
<b>Account / Fund:</b>	