



**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”.

<b>Approved by:</b> _____ (Provost, VP, Dean, Director, or Dept Head)	<b>Date:</b> _____
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**[Please print, and submit this form with Claim Voucher to Accounts Payable – Mail Stop 4331]**