

**ANTHROPOLOGY**  
**ENTERTAINMENT REIMBURSEMENT FORM**

*Please attach all original itemized receipts with a paperclip to this form.*

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Event location: \_\_\_\_\_

Event Host: \_\_\_\_\_ Type of Expense:  Breakfast  Lunch

Dinner  Light Refreshment

Email: \_\_\_\_\_  Other: \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Purpose of Event: *Select one*

- Host to invited guest, Recruitment
- Host to invited guest, Proseminar
- Reception, Recruitment
- Reception, Proseminar
- Other: \_\_\_\_\_

Guests: *List name, title, occupation or group affiliation or attach list. For example: Martin Smith, grad student, and Mary Jones, proseminar speaker)*

---

---

---

---

---

---

“I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.”

Signature: \_\_\_\_\_