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
□ Other: __________________________

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: ________________________________________________________________