

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

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