



## ENTERTAINMENT EXPENSE FORM

To prevent a personal tax liability, each occasion must be documented by receipts for expense.

Person requesting event/Official Host:

Specific Statement of Benefit to the University:

Location / Place:  Date of Event:  Time of Event:

If ten (10) or less, list attendees. If more, list honored guest along with the number of persons attending. Affiliation(s):  # of Attendees


<b>DESCRIPTION</b>	Type of Occasion:	__ Recruitment __ TSU Guest __ Business Meal		__ Conference __ Meeting __ Reception	
	Check all that apply:	<input type="checkbox"/> Food & Beverage, purchased - TSU Food Svc	<input type="checkbox"/> Food & Beverage, Dining Out	<input type="checkbox"/> Food & Beverage delivered to TSU	If Alcohol will be purchased list the time of day (a.m./p.m.) _____
	Account to be charged:	Fund: _____	Org: _____	Acct: _____	Program: _____
	<b>Total Estimated Cost:</b>				<b>Total Actual Cost:</b>

I CERTIFY THAT THE ALL EXPENDITURES ARE MADE FOR OFFICIAL UNIVERSITY BUSINESS, ARE ACCURATE AND THAT I AM NOT REQUESTING PAYMENT/REIMBURSEMENT FROM ANY OTHER SOURCE.

\_\_\_\_\_  
Printed Name Signature

**COMPLETE THE FOLLOWING WHEN REIMBURSEMENT OR PAYMENT TO VENDOR IS REQUESTED. NOT REQUIRED WHEN USED AS PAYMENT CARD DOCUMENTATION.**

Requestor	Date	Official Host Signature	Date
Dean/Executive Director Signature	Date		
Vice President's Signature	Date:		

**Note:** For payment card purchases attach receipts to this document along with the Expense Report and forward to the Procurement Services. For reimbursement or payment to a vendor attach receipts/invoices to this document along with the Direct Pay Voucher and forward to Accounts Payable for payment/reimbursement.