SIU FOUNDATION
SOUTHERN ILLINOIS UNIVERSITY FOUNDATION

RESET FORM

Documentation of Entertainment Expenses

This form must accompany all requests for payment of entertainment expense.

1 Nature of Event

Classification of Event (Reception, drinks, lunch, etc.) _____

Date of Event_____ Location of Event_____

Event_____

PURPOSE of Event

2 How many attendees present? ____

Name	Title	SIU	Non SIU

3 Event Expenditures:

Estimated Total Cost of Event $ _____

Payment Amount Requested (attach receipts) $ _____

Certification

I certify that the above amount is related exclusively to official Foundation/University business. If applicable, prior written approval has been obtained for reimbursement of entertainment expenses for spouses.

Individual Requesting Payment Date

Budget Officer Date

Proprietary Approval Date

Additional Approval Date