

This form must accompany all invoice vouchers requesting payment of entertainment expense.

### 1 Nature of Event

Description of Event (lunch, dinner, etc.)

Date of Event

Location of Event

Purpose of Event

### 2 How many attendees present?

Name	Title	SIU	Non SIU

### 3 Event Expenditures:

Estimated Total Cost of Event \$ \_\_\_\_\_

Reimbursement Requested as indicated on voucher (attach receipts) \$ \_\_\_\_\_

#### Certification

I certify that the above reimbursement request 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