



ENTERTAINMENT REIMBURSEMENT REQUEST

(Attach event flyer or printed web page advertising the event)

Date of Request: _____

Name of Payee: _____

Address of Payee: _____

Event Date/Location: _____

Speaker: _____

Event Type: _____

Account Name: _____

Amount Requested: _____

List of participant names, titles, occupations or group affiliations establishing academic related relationships: (attach if necessary)

Number of Participants: _____

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

Academic (UCSB Business) Related Nature of the occasion or purpose of event:

OFFICIAL HOST: I was present and certify that these entertainment/hospitality expenses were incurred for an official University business purpose.

SIGNATURE

DATE

For IHC use | Project Code: _____ Account-Fund: _____