



The University of Georgia

Accounts Payable

Reimbursement of University Related Entertainment

(1) University Check Request Number

(2) Source of Funding: Donor Discretionary Support

Conference Program Fees

Other

(3) Amount to be Reimbursed: _____

(4) Time and Place of Occasion: _____

(5) University Related Purpose Served by the Occasion: _____

(6) Listing of Individuals Entertained: *(see reverse side)*

Names or Categories

Relationship to University

Entertainment can be reimbursed only from certain non-state appropriated funds in accounts established from non-state sources that specifically provide for payment of program related entertainment.

The University of Georgia
Instructions for Completion of
Reimbursement of University Related Entertainment

- (1) Enter University Check Request Form Number.
- (2) Enter the category of account from which reimbursement is being made.
- (3) Enter total amount of reimbursement. Attach invoice or certified itemized statement of expenditures.
- (4) Indicate the date(s) and the place(s) involved in the entertainment occasion.
- (5) Provide a brief explanation of the entertainment as it relates to the University program purposes.
- (6) List individuals entertained and their relationships to the University for each occasion. If there are more than ten individuals entertained, a breakdown of the total number as to category, such as faculty, administration, legislative, city leaders, or friends, is acceptable.

Note: A separate form should be completed in support of each occasion of University-related entertainment.