

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.