



Reimbursement of University Related Entertainment

- (1) Source of Funding:
- UGA Foundation (Fund 20200) when the underlying fund agreement allows for business entertainment expenses
 - UGARF Indirect Cost Return (Fund 20300, Class 64IDC).
 - Sponsored funds which specifically allow for business related entertainment (Fund 20000 or 213xx)
 - Royalty Revenue (Fund 20300 or 20400 and class 64RYT) or Restricted-Non-Sponsored (Fund 20400)

(2) Amount to be Reimbursed: _____

(3) Time and Place of Occasion: _____

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

(5) Listing of Individuals Entertained: (*see Instructions page*)

Names or Categories	Relationship to University
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For all entertainment expenses incurred when an academic dean or academic vice president is a participant and an approver for the use of funds supporting an event, please route the request through the Senior Vice President for Academic Affairs/Provost for approval

Entertainment can be reimbursed only from certain non-state appropriated funds established from non-state sources that specifically provide for payment of program related entertainment. Please note, alcohol for business entertainment cannot be purchased through UGA and should be purchased directly from the Foundation.

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

- (1) Select the Source of Funding from which reimbursement is being made.
- (2) Enter total amount of reimbursement. Attach invoice or certified itemized statement of expenditures. Please note, alcohol for business related entertainment cannot be processed through UGA and should be purchased directly from the Foundation.
- (3) Indicate the date(s) and the place(s) involved in the entertainment occasion.
- (4) Provide a brief explanation of the entertainment as it relates to the University program purposes.
- (5) 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, etc., is acceptable. For all entertainment expenses incurred when an academic dean or academic vice president is a participant, the request should be approved by the Senior Vice President for Academic Affairs/Provost.

Note: This form is required to be submitted as an attachment for entertainment related payment requests.