

Entertainment Reimbursement Request

UC Davis Languages & Literatures

Please submit form and receipts to langlit@ucdavis.edu

Per UC Davis Policy 300-10 (<http://policy.ucop.edu/doc/3420365/BFB-G-28>),
entertainment reimbursement requests should be turned in within 21 of event.

For information on what can be reimbursed, please see the FAQ
at <https://langlit.ucdavis.edu/forms-guidelines/business-office-forms>

Name:		Email:	
Event Name:		Event Date:	
Description of event (business purpose):			
Account Number(s):			

EXPENSE	AMOUNT	PURCHASE DATE	PAYMENT METHOD
Subtotal			

Documentation of participants must be included.
If more than 10 attended, please append a separate list of attendees.

Participants:	
1	6
2	7
3	8
4	9
5	10

Once form is submitted with receipts and flyer/invitation, the Business Office will submit to Accounting within 10 business days. Incomplete forms including not submitting all required receipts will cause delay in processing.