

Entertainment Reimbursement Request

Attach event flyer or printed web page advertising the event

Date of Request:	Date of Event:
Name of Payee:	Speaker:
Location:	Event Type:
Account Name:	Amount Requested:
Other Information (optional):	
List of participant names, titles, occupations, or group affiliations establishing academic-related relationships (attach if necessary):	Number of Participants:
1. _____	9. _____
2. _____	10. _____
3. _____	11. _____
4. _____	12. _____
5. _____	13. _____
6. _____	14. _____
7. _____	15. _____
8. _____	16. _____
Academic (UCSB business) related nature of the occasion or purpose of the event:	
OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose.	
Signature:	Date: