

Request for Reimbursement of Refreshments or Business Meals

(Itemized Receipt Required)

Event Details:

Name:

Check one: UH Faculty UH Staff UH Student Other (specify):

Home Address:

Name of Venue:

Date of Event:

Time of Event:

Event Explanation:

Faculty Recruitment:

Student Recruitment:

If Department Seminar please check:

Other (briefly describe):

General Seminar

Organic

Theoretical

Physical

Inorganic

Topic of Discussion/Seminar Title:

Purpose of Meeting/Function:

Benefit of Meeting/Function to the mission of the university: *Please be specific.*

Attendees, Total/Cost Center, and Signatures

For 10 or fewer participants: Provide names, titles, institutional affiliations, and/or relation to the University.

For more than 10 participants: Provide estimate of total attendance in first box below.

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

Amount of Reimbursement \$:

Cost Center to Charge:

(Fund codes: 2064, 2160, 2164 prohibit food/entertainment)

Signature of Payee

Date

Signature of Dean/Director Date
(for business meals involving only UH employees)

Signature of Supervisor

Date

Signature of DBA Date
(for business meals involving only UH employees)