

# HASC Entertainment Reimbursement Request

*\*\*Attach event flyer\*\**

Date of Request:															
Name of Payee:															
Event Date:															
Location:															
Guest:															
Event Type:															
Account Name and/or Number:															
Amount requested:															
Number of Participants:															
<p>List of participants names, titles, occupations or group affiliations establishing business-related relationships: (attach if necessary)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">•</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">•</td> <td style="border-bottom: 1px solid black; text-align: center;">•</td> </tr> </table>		•	•	•	•	•	•	•	•	•	•	•	•	•	•
•	•														
•	•														
•	•														
•	•														
•	•														
•	•														
•	•														
Business related nature of the occasion or purpose of the event:															
<p><b>OFFICIAL HOST:</b> I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose.</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p> <p>_____</p> <p>Print Name &amp; Title</p>															