

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:															
List of participants names, titles, occupations or group affiliations establishing business-related relationships: (attach if necessary) <table style="width: 100%; border: none;"><tr><td style="width: 50%; border: none;">• _____</td><td style="width: 50%; border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr><tr><td style="border: none;">• _____</td><td style="border: none;">• _____</td></tr></table>		• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____	• _____
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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. <table style="width: 100%; border: none;"><tr><td style="width: 50%; border: none;">_____ Signature</td><td style="width: 50%; border: none;">_____ Date</td></tr><tr><td colspan="2" style="border: none;">_____ Print Name & Title</td></tr></table>		_____ Signature	_____ Date	_____ Print Name & Title											
_____ Signature	_____ Date														
_____ Print Name & Title															