

# 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. *Be specific. A general and broad statement will not be accepted.***

## 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)*