

Washington University
Social or Entertainment Expenses
NOTE: Social Expenses over \$50 require Dean's Level approval

(Attach extra sheets if necessary)

Date	Place of Event	Names & Titles of persons attending *	Type of Function dinner, lunch, etc.	Specific Business Purpose	Amount

Notes:

*For large groups (12 or more attendees), the number of people in attendance and the makeup of the group is acceptable.

PREPARATION INSTRUCTIONS

For Traveler

While entertaining, include alcoholic beverages in the grid above. Otherwise, enter alcohol on front page under "alcoholic beverages." Entertainment and alcoholic beverages must be separated from other travel expenses, as they are reimbursable, but unallowable as Federal indirect or direct charges.

For Administrator

If entertainment is noted, route this form and receipts to the dean; otherwise, route to Accounts Payable, Box 1056.