2022 Entertainment Meal Reimbursement Request Form

*Entertainment meals/incidentals (tips, etc.) may not exceed the per person maximums:

- $28 for breakfast
- $49 for lunch
- $85 for dinner
- $20 for refreshments

*Original ITEMIZED receipts are required for reimbursements

Host's Information

Date Request Submitted: ______________

Host’s Name: ____________________
Phone Number: ____________________

Host’s Email: ____________________
UID: ____________________

PAB Program or Department Sponsor for event: ____________________

Entertainment Event

Type:
- [ ] Breakfast
- [ ] Lunch
- [ ] Dinner
- [ ] Refreshments

Date: ______________

Restaurant: ____________________

Food total (tip + tax): ____
Alcohol total (tip + tax): ____
Total Meal Expense: ______

Business Justification (be sure to explain any overages):

Attendees List – Please list each attendee’s name, title and affiliation (ex. Joe Bruin – Mascot, UCLA):

Name of Requester: ____________________

Signature of Requester ____________________ Date ____________________

Funding

Name of PI: ____________________
Funding source(s): ____________________