PO#	1130		
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## ENTERTAINMENT REIMBURSEMENT REQUEST FORM

			D Number:	
Email Address:				
		Event Location:		
failing Address:				
urpose of the Event (enter a <u>detail</u>	ed description of what, whe	en, where, and	d why it was hosted; attach a flyer):	
		-		
	Meal '	Гуре		
□ Breakfast	□ Dinner			
\$31 max per person	\$94 max p	_	Alcohol Beverage Served? Yes No	
☐ Lunch \$54 max per person	☐ Light Refr \$22 max p		i es No	
ψ54 max per person	ψ <i>aa</i> mex þ	er person		
	Attendees	& Costs		
			Number of Attendees:	
Cost non noncon includes th	ha aget of the food and hav	1040 000		
<ul> <li>Cost per person includes the labor, sales tax, delivery cl</li> </ul>		_		
labor, sales tax, delivery cl  The costs of room rental, r	harges, and other service fo coom setup fees, media ren	ees. tal,	Total Cost of Meal:	
labor, sales tax, delivery cl  The costs of room rental, r decorations, etc., are not ir	harges, and other service for coom setup fees, media ren acluded in the per-person c	ees. tal,		
labor, sales tax, delivery cl  The costs of room rental, r	harges, and other service for coom setup fees, media ren acluded in the per-person c	ees. tal,	Total Cost of Meal:	
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labor, sales tax, delivery cl  The costs of room rental, r decorations, etc., are not ir  Attach original itemized re	harges, and other service for coom setup fees, media ren included in the per-person c eccipts or invoices.	ees. tal, costs.  ate list if mo	Total Cost of Meal:  Cost Per Person:  re than 10 guests	
labor, sales tax, delivery cl  The costs of room rental, r decorations, etc., are not ir  Attach original itemized re	harges, and other service for coom setup fees, media ren included in the per-person coeceipts or invoices.  Indee List – Attach a separate of the service of	ees. tal, costs.  ate list if mo	Total Cost of Meal:  Cost Per Person:  re than 10 guests  ague  Non-UCLA Affiliation	
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PLEASE ATTACH LOOSE RECEIPTS IN CHRONOLOGICAL ORDER TO 8  $\frac{1}{2}$ " X 11" PIECE OF PAPER WITH TAPE – DO *NOT* STAPLE. FORM AND RECEIPT MUST BE SUBMITTED WITHIN 45 DAYS OF EXPENDITURE PER UCLA EXPENDITURES FOR ENTERTAINMENT POLICY.

Date: \_\_\_\_\_

Requester Signature: