



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): _____