

School of Social Sciences, Humanities and Arts
Entertainment Reimbursement Request Form

Request Date: ____/____/____ Requester Name: _____

☐ **Research Entertainment**

☐ **Seminar/Guest Speaker Event**
(coordinated through *ssha.seminars*)

Total Amount: \$ _____

☐ **Original itemized receipt(s) attached**

☐ **Agenda/flyer showing reason for visit attached**

Payment Method: ☐ Cash (original receipts attached)
☐ Check (copy of cancel check or bank statement attached)
☐ Credit Card (customer copy of receipt or credit card statement copy attached)
☐ T&E/Other _____

Alcohol: ☐ No alcohol was purchased
☐ Alcohol was purchased (discretionary fund needed)

Official Host (include title): _____

UC Merced Attendees (include titles): _____

Guest Attendees (with title and affiliation): _____

Purpose of Entertainment: _____

Requester Signature: _____

I certify that the above expenses claimed were incurred by me on official University business on the dates shown, and that I have attached the original receipts for expenses as required by University Policy. I have been, nor will be, reimbursed by any other source.

For SSHA Office to Complete:

FAU: _____ Sub: _____ Object: _____

Project Code: _____ Source: _____