

**College of Sciences - Food and/or Alcohol Approval Form  
For Personal Reimbursements**

Name and Address of Person Requesting Reimbursement:

Today's Date:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Business Meeting/Event:

Please Select

Purpose of Business Meeting/Event:

Please Select

Explain, if Other selected above: \_\_\_\_\_  
\_\_\_\_\_

Please list all attendees and affiliation, or attach a list:  
\_\_\_\_\_  
\_\_\_\_\_

	Amount	Project-Phase	Account	
Alcohol			52209	<i>Please denote with an "A" on receipt next to all charges</i>
Food			53991	<i>Tax / Tip should be included here</i>
Per Diem Meals for Guests			53144	<i>Only if guest in travel status with reimbursement for travel expenses</i>
<b>Total</b>	<b>\$ 0.00</b>			

**Food Approval - Department or Unit Head**

Signature - Approval / Date

Print Name / Title

Paul Huffman, Department Head

**Alcohol and Spouse Attendance Approval - Dean**

Signature - Approval / Date

Print Name / Title

Lewis Owen, Dean