

## ENTERTAINMENT MEAL REIMBURSEMENT REQUEST

[For meals purchased for meetings and events, use this form]

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

UCLA ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Employed By UCLA? YES  NO

**IF NOT AN EMPLOYED**

**- NEED ADDRESS:**

Address: \_\_\_\_\_

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

Total amount of Purchase \$ \_\_\_\_\_

**MAXIMUM AMOUNTS ALLOWED PER PERSON** - Breakfast: \$27 - Lunch: \$47 - Dinner: \$81 - Light Refreshments: \$19

Only itemized receipts are acceptable [List of items purchased i.e. pizza, hamburger, soda etc]

All receipts should show proof of payment [your name and credit card or bank card digits should appear on the receipt, otherwise provide a bank or credit card statement.

### STATE THE BUSINESS JUSTIFICATION

--

### STATE THE NAME OF THE LAB OR CONFERENCE ROOM WHERE MEETING WAS HELD

--

### STATE THE NAME OF THE PROJECT OR SUBJECT DISCUSSED

--

<b>NAMES - OR ATTACHED LIST OF ATTENDEES</b>	<b>TITLE [i.e student, PhD Research, Professor]</b>	<b>Affiliation [i.e. Microsoft, UCLA]</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		