

## 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: \_\_\_\_\_

**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

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

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

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<b>NAMES - OR ATTACHED LIST OF ATTENDEES</b>	<b>TITLE [i.e student, PhD Research, Professor]</b>	<b>Affiliation [i.e. Microsoft, UCLA]</b>
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