

My Meeting and Hosted Event Expense Reimbursement Form

PURPOSE: Use this form to request reimbursement for all entertainment/administrative meeting expenses.
Please include the original itemized restaurant receipt.

Date: _____ **Name:** _____ **Social Security Number:** _____

Address or Mail Code: _____ **Email Address:** _____

Type of Expense (Check One):

Breakfast
 Lunch
 Dinner
 Light Refreshments

Nature of Expense (Check One):

<i>Programmatic Activities</i>	<i>Meetings</i>	<i>Hosting</i>	<i>Special Entertainment</i>
Types and Purposes	Types and Purposes	Types and Purposes	Types and Purposes
Support UCSD’s educational and community programs such as: a class, a study hall, academic-based activity or similar. Student orientation programs, commencement and similar activities. Events for volunteers.	For UCSD employees only. Faculty, staff and student meetings. Administrative, planning, workgroups. Planning, mentoring, workgroups (faculty, staff, and students). Formal training sessions, conferences.	For UCSD employees only. Hosting prospective donors. Hosting official guests, including: Visitors from other universities, members of community, employees visiting from another work location. Recruitments. Receptions and conferences.	For UCSD employees only. Special entertainment includes meal or light refreshment expenses for events including spouse, partner or family member.

Number of Participants: _____

Date of Event: _____

Total Amount to be Reimbursed: _____

**Index Number(s) to be Charged
 (Leave Blank if Unknown):** _____

