

**Washington University  
Social or Entertainment Expenses**

**NOTE: Social Expenses exceeding \$50 require Dean's Level Approval**

(Attach extra sheets if necessary)

Date	Place of event	Names & Titles of Persons Attending	Type of Function (dinner, lunch, etc)	Specific Business Purpose	Amount
<b>TOTAL</b>				<b>\$0.00</b>	

NOTES:

\*For large groups (12 or more attendees), the number of people in attendance and the makeup of the group is acceptable

**PREPARATION INSTRUCTIONS**

For Traveler

While entertaining, include alcoholic beverages in the grid above. Otherwise, enter alcohol on front page under "alcoholic beverages." Entertainment and alcoholic beverages must be separated from other travel expenses, as they are reimbursable, but unal

For Administrator

If entertainment is noted, route this form and receipts to the dean; otherwise, route to Accounts Payable, Box 1056