



The University of Georgia  
Instructions for Completion of  
Reimbursement of University Related Entertainment

- (1) Select the Source of Funding from which reimbursement is being made.
  
- (2) Enter total amount of reimbursement. Attach invoice or certified itemized statement of expenditures. Please note, alcohol for business related entertainment cannot be processed through UGA and should be purchased directly from the Foundation.
  
- (3) Indicate the date(s) and the place(s) involved in the entertainment occasion.
  
- (4) Provide a brief explanation of the entertainment as it relates to the University program purposes.
  
- (5) List individuals entertained and their relationships to the University for each occasion. If there are more than ten individuals entertained, a breakdown of the total number as to category, such as faculty, administration, legislative, city leaders, etc., is acceptable. For all entertainment expenses incurred when an academic dean or academic vice president is a participant, the request should be approved by the Senior Vice President for Academic Affairs/Provost.

Note: This form is required to be submitted as an attachment for entertainment related payment requests.