

Social & Entertainment Expenses Form

AIS Document # _____



Date	Place of Event	Names & Titles of persons attending *	Type of function dinner, lunch, etc.	Specific Business Purpose	\$ Food / Other	\$ Alcohol ** (scob 35-74)	\$ Total

Notes:

Preparation Instructions:

This form should be utilized to record the details of social & entertainment expense. If the form is not used, detailed information above should be included on the receipt or in the online AIS document.

Meals that include the entertainment of an individual other than the employee are considered entertainment & social expenses. While entertaining, include alcoholic beverages in the grid above. Alcoholic beverages associated with entertainment events should be recorded to scob 35-53. When charging a sponsored fund for allowable services and purchases & supplies, see scob 35-66 Sponsored Project Events.

Social & entertainment expenses over \$50 require Dean's Level Approval.

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

** If using this form on a check request for social & entertainment expense and the alcohol is itemized on the receipt, please code it to scob 35-74.