The University of Alabama
Entertainment Expense Form

(The section on Entertainment in the University of.4labama Spending Policies should be consulted before entertaining to ensure appropriate policies and procedures are followed)

Date of the function/event?

Place the function/event held?

Function/event held during___ Breakfast ___ Lunch ___Dinner
___ Other (explain)

Note: list each person for groups of 10 or less, otherwise list the types of groups.
List visitors/guests in attendance, their titles, and the reason they were invited to campus (Spouses are allowable only when entertaining a prospective candidate)

List UA faculty/staff present and their areas of responsibility/titles
(UA spouses are allowable only when prospective candidates are accompanied by their spouse)

State the reason or purpose of the entertainment, including the purpose and benefits of the program to the University

If only UA employees are in attendance, explain why the entertainment had to occur at breakfast, lunch, or dinner instead of during regular business hours