



Mathematics Department

Business Meeting & Entertainment Worksheet

Name: _____

Date of Event: _____

UC Employee: Mg Bc

Event Location: _____

Address: _____

Event Host: _____

Type of Expense: 6fYU_ZUgh @ bW
 8]bbYf @[\hFYZYg\ a Ybh

Email: _____

CH\Yf _____

Account to be charged: _____

Business related purpose of the event: GY`YWicbY

FYWi]ha YbhcZ ZJW `hmž`gh XYbhc`f`ghUZZ

<cgd]hU`]hmZcf`U`j]g]h]b[`gdYU_Yfž`X][b]hUfmc`f`cbcfYX`[i Ygh
Name of Event or Talk: _____

CH\Yf. _____

Please attach an Invite, Flyer, or Agenda related to this event

Guests: @]ghBUa Yž`H]hYž`CWW`dUh]cb`cf`; fci d`5ZZ`]Uh]cb`fY`Yj Ubh`c`Vi g]bYgg`di fdcgY`" fcf`UHTUW`"]gh

Guest(s) of Honor: _____

Other Guests: _____

Notes: _____

After submitting form bring original itemized receipts to the Math Financial Unit

Maximum Per Person Expenditure:

Breakfast \$26, Lunch \$38, Dinner \$64, Light Refreshments \$17