EMN Administration Entertainment Reimbursement Form					
Host Name:					
Must attend event					
The Event Host must attend the event and approve all expenses for this event type, per BUS-79 Policy.					
The individual arranging an event is not the host unless he or she is physically present at the event and acting in a capacity as the official host.					
Payee Name,					
if different than Host:			NetID:		
E-mail:			Phone #:		
Title: grad student, Faculty, etc.			Department:		
Guest Name:					
Guest Title: Seminar speaker, etc.			Guest Affiliation:		
Receipt Total:		Alcohol Total (with tax/tip)		Food Total (with tax/tip)	
FAU: or name of seminar (bio252)					
Event					
Information:					
Event Date:			<b>Meal Type:</b> Breakfast, Lunch, Dinner, Light Refreshments		
Event Purpose:					
Event Location:					
Additional Attendees (Attach the Guest List form, if more space is needed):					
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	
Name		Title		Dept/Affiliation	