

PRINT ON YELLOW PAPER PLEASE



# Business Entertainment Expenses

Rev. 4/04

BUSINESS OFFICE ONLY  
CDG:  
VOUCHER:

Department Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Printed Name of  
Authorizing Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Description of Event (Business Purpose) :

Line	Name of Attendees*	Department/Organization
1		
2		
3		
4		
5		
6		
7		

\*If a large group, use back of sheet, attach roster, or indicate name of group.

Approval for exception to Business Entertainment Policy: \_\_\_\_\_  
(President or Vice President not involved in activity)

**If requesting reimbursement for expenses, complete this section as well as above.**

BGSU ID Number: \_\_\_\_\_

Document Total: \_\_\_\_\_

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Mailing Address:

Date check needed: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mail Check to the Address Above    **OR**     Check will be picked up at the Business Office

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Line	Agency	Org	Sub-org	Object	Amount	Signature of Budget Administrator
1						
2						
3						

Charges not adequately documented to support an official University purpose and/or appropriately approved will be considered a person expense of the individual authorizing the charge.