

Manager's Toolbox Meeting and Entertainment Reimbursement Form

Name
Account Number Bard ID #
Home Address
City State Zip Code

Complete for Meeting Expenses
(If meeting is in conjunction with staff travel, this form is to be attached to the travel reimbursement request)

Date of Meeting
Purpose of the Meeting

List Attendees and Affiliation

Summary of Expenses (attach receipts)

Meals \$
Facilities \$
Miscellaneous \$ Identify
Total \$

Complete for Entertainment Expenses
(If meeting is in conjunction with staff travel, this form is to be attached to the travel reimbursement request)

Date of Meeting Number of Attendees
Purpose of the Meeting

Summary of Expenses (attach receipts)

Meals \$
Facilities \$
Miscellaneous \$ Identify
Total \$

Total Meal and Entertainment Expenses Due Employee \$

I hereby certify that the above expenses were for the purposes indicated; that the above accounting is accurate; that no portion has been paid, except as stated on this form and that the amount due is reimbursable in accordance with the College's Meeting and Entertainment Reimbursement Policy.

Employee Signature Date

Supervisor Signature Date