

Submission Date

Entertainment Expense Substantiation Form

Form Instructions: Please complete each item below and attach the original invoice or receipt. The receipt may be taped to the reverse side of this form. A separate form should be completed in support of each occasion of University-related entertainment. Also, this form must be submitted along with a Request for Payment or Travel Form, whichever is appropriate.

Payee Name: _____ Amount: _____

Date & Location of Entertainment: _____

University Related Purpose: _____

Number of Individuals in Attendance: _____

If number of individuals is greater than 10, a general description of the attendees by category, such as faculty, staff, students, or donors, is acceptable. This information can be listed anywhere below.

Listing of Individuals Entertained:

Names

Relationship to WVU

