

**PERSONAL REIMBURSEMENT REQUEST
FROM SPECIAL EXPENSE ACCOUNT
FOR PURCHASE OF MEALS/FOOD PRODUCTS**

Reimbursement of personal funds in the amount of \$ _____ is requested for food expenses (supported by attached detailed receipts) described below:

1. Date, place, and type of entertainment (i.e. luncheon, reception, etc.).

2. Persons in attendance, including names, titles, and associations. (Use reverse side if necessary.) With large groups, the number of people in attendance and the general character of the group may suffice.

3. Brief statement indicating the relevance of the event and expected benefit to be derived to the furtherance of University purposes.

4. Event approved by IUS Budget Committee. Yes _____ No _____
5. If Item #5 is Yes, indicate approved Funding source: Campus _____ Department _____
6. Departmental Fund Transfer, Account # _____ Object Code _____

**MEAL LIMIT: \$ 8.00 each for breakfast
\$13.00 each for lunch
\$22.00 each for dinner**

**GUEST & ONE HOST
DETAILED RECEIPTS REQUIRED
(NO CHARGE RECEIPTS ACCEPTED)**

FIRST YEAR SEMINAR: \$100.00 per class section (detailed receipts required)

POPCORN FUND: \$15.00 per class section (no receipts necessary)

Claimant (Please Print)

Department/Division

Signature of Claimant

Date

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APPROVED: _____

**Vice Chancellor for
Administration & Finance**

Date

ACCOUNT: 08-505-14

SUB OBJ CODE: _____

SUB ACCOUNT: _____

PROJECT CODE: _____

SUBMIT REQUEST AT LEAST TWO WEEKS PRIOR TO EVENT
TO ADMINISTRATIVE AFFAIRS OFFICE - US 156 - IUS