Procurement Services
Lucas Administrative Center 617
Nunn Drive
Highland Heights, KY 41099
(859) 572-5265
FAX (859) 572-6995

MEAL/ENTERTAINMENT EXPENSE
Procurement Card/Reimbursement
IRS Documentation

Purpose: ☐ Job Candidate ☐ Student Event
☐ Other (describe exception below)

Cardholder: **Date:**

Amount: **Time:**

Location:

Names of Attendees: attach additional sheet if necessary

Explanation of Business Purpose Served:

University Host:

INSTRUCTIONS:

1. One form per event.
2. All expenses must be accompanied by original receipts; failure to enclose the original receipt may result in reimbursement to the University from personal funds.
3. Attach original receipt to form and file with Procurement Card Records.