

UCR ENTERTAINMENT CHECK REQUEST FORM U5-1E (R-18/03)

ONE FORM PER EVENT

ENTERTAINMENT EXPENSE GUEST LIST

DATE OF THE EVENT:

LOCATION OF THE EVENT:

PURPOSE OF THE MEETING/EVENT:

DEPARTMENT/PROGRAM:

*The Event Host must attend the event and approve all expenses for this event type, per BUS-79 Policy
The individual arranging an event (e.g., making hotel arrangements, ordering food, etc.) is not the host unless he or she is
physically present at the event and acting in a capacity as the official host.*

EVENT HOST:

VISITOR/GUEST/SPEAKER:

The guest list must be attached to the Entertainment Reimbursement request form to establish the business relationship to the University of the participant(s) being entertained.

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