

The University of North Carolina at Wilmington

**BUSINESS ENTERTAINMENT EXPENDITURES DOCUMENTATION**

- Forward this form (along with a completed check request and original receipt invoices, etc.) to the Accounting Department within 30 days after incurring expenses. At fiscal year-end, submit prior to July 5.
- Unless included on a receipt, itemize tips on a separate sheet (showing date, payee, and amount).

Attach additional listings of required data, if needed.

**UNCW Official Host**

**University Department**

**Type of Entertainment**

Meal

Meal Cost \$

Other (Describe)

Other Cost \$

Total Cost \$

**Date(s) of Entertainment**

**Place(s) of Entertainment**

Name of Establishment

Address/Location of Establishment

**Travel Authorization:** #

(Required if entertainment occurred while in travel status.)

**Business Purpose:** Describe the nature of the discussion, specific reason for entertainment, or the benefit expected.

**Persons or Group Attending**

List persons being entertained OR, if a large group, indicate the number of attendees and the name of the group in attendance. A guest list may be attached.

**Job Title / UNCW Department or Company/Affiliation**  
(Or other designations to clarify the relationship to the university)

I certify that this is a true statement of entertainment expenses incurred for official UNCW business.

I certify that I have reviewed this request and, in my best judgment, the request is "reasonable" and "justified" considering the facts and circumstances.

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Dean, Vice Chancellor, or Chancellor