Entertainment/Meeting Itemization Sheet

Instructions

You must enter all dates on this form in the MM-DD-YY date format.

NOTE: You must tab out of the last field you enter data into in order for the data in that field to appear on the printed form.

Complete the Travel Expense Itemization Sheet by entering data into the following fields:

1. **Payee:** Enter the name of the person or supplier to be reimbursed or paid.

2. **SS#:** Enter the social security number of the payee if needed for 1099 MISC reporting.

3. **Department:** Enter the home department number .

4. **Event #:** List each event separately

5. **Date:** Date the event actually occurred

6. **Business Meeting:** Enter the amount of the meal(s) that occurred during business meeting

7. **Entertainment:** Enter the amount of policy-approved (allowable) entertainment.

8. **Catered Event:** Enter the amount of the catering cost of the event or business meeting

9. **Transport/Parking:** Total transportation or parking expenses associated with the event or meeting

10. **Other Expenses:** Any other allowable expenses associated with the event or meeting

11. **Total:** *(Note: This field contains an automatic summing feature)* The total amount requested for the event # on this line

12. **Event #:** Reference #4 above

13. **Details:** Give specific details of each event listed, including, who, what, why, when, and where. Also include any applicable reference numbers.