

UNIVERSITY OF GEORGIA RESEARCH FOUNDATION
Entertainment Expense Reimbursements

JUSTIFICATION FOR EXCEPTION TO PROVIDING A DETAILED ORIGINAL RECEIPT

POLICY:

UGA employees seeking reimbursements from UGARF return funds for legitimate entertainment expenses incurred in support of UGA's mission are normally required to submit itemized original receipts. Note that under normal circumstances lunch costs should not exceed \$15 per person and dinner costs should not exceed \$60 per person. To request reimbursement, fill out the "Reimbursement of University Related Entertainment" form, clearly articulating the business purpose of the event.

EXCEPTION:

Select ALL that apply below:

- No detail receipt was available from this restaurant
- I inadvertently destroyed the detail/original receipt
- I have reduced the total expense by any alcohol expense
- No alcohol was purchased
- Other comments: _____

Preparer's name

I certify that this is an accurate statement for entertainment expenses incurred for official UGA business.

Certification Signature of person being reimbursed