Entertainment Reimbursement Voucher Instructions

Use this form to report and request reimbursement for one or multiple expenses incurred for business entertainment. All business entertainment expenses must have original receipts attached and must conform to the College’s policy on business entertainment expenses.

NOTE: If reimbursable transportation is used to get to the off-site location where business entertainment event is hosted, use the Business Travel Reimbursement Voucher form for these expenses.

- Payee’s Full Name: this is who the check will be made payable to.
  - Please list the name as: Last, First, Middle Initial
- Bloomfield College ID#: The payee’s BC ID number
- Department: what department the payee works in
- Extension: enter the department extension that we should call in the event there are questions
- Pick up or mail: check the box of your preference (mail or pick up). Checks will be mailed if no selection is made.
- Section A: Account Number(s) to be Charged. For each account that needs to be charged please fill in
  - Fund, unit and object code and the amount related to each account number
  - The entire section will subtotal automatically
  - The amount shown here in the box labeled TOTAL REQUEST FOR PAYMENT = A should equal the amount shown under Section C labeled TOTAL REQUEST (A = B + C - D)
- Section B: Entertainment Meals (non-travel)
  - Date of expense
  - Business purpose of the meal
  - Names, Titles and Affiliations of those in attendance
  - Amount of the meal
  - The entire section (referred to as “Subtotal B”) will calculate automatically
- Section C: Other Business Entertainment Expense. If you had other (beside meal) entertainment expenses. For each date, please input the following items
  - Date of expense
  - Description of other business entertainment costs
  - Amount
  - The entire section (referred to as “Subtotal C”) will calculate automatically
- Section (Line) D: Advance. If you received an advance from the Accounts payable Department prior to your travel please enter the amount here as a positive number
- The amount shown in the box labeled TOTAL REQUEST (A = B + C - D) should equal the amount shown under Section A labeled TOTAL REQUEST FOR PAYMENT = A
- Provide the names of the employee, supervisor and vice president (if applicable)
- Print form out on appropriate color paper
- Have each person sign where appropriate
- Date each signature
- Submit to Accounts Payable