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Form C-4

ENTERTAINMENT FORM

MISSISSIPPI STATE UNIVERSITY
PERMISSION FOR EXPENDITURE OF FUNDS FOR
OFFICIAL UNIVERSITY FUNCTIONS IN
PUBLIC ESTABLISHMENTS

Department:_____

Commodities Acct. No.:_____
Fund Organization Account Program Activity

Staff member to be reimbursed:_____
(Last name) (First) (Middle)

City where expenditure is to be made:_____

Vendor:_____

Names and Titles of Persons Involved:_____

_____

_____

Purpose of Expenditure:_____

_____

Date of Expenditure:_____

Nature of Expenditure:_____

_____

I certify that the above expense is necessary in order to conduct official University business that could not have been accomplished otherwise.

Submitted by:_____

APPROVED:

Dept. Head/ Director:_____

Note:

(1) University employees in a travel status will cover reimbursement for their own meals, transportation, etc. by travel voucher.
(2) Reimbursement for entertainment in private homes will not be authorized.
(3) One copy of this form for each signer.
(4) Paid receipts itemizing cost(s) to be reimbursed must be attached to voucher.