UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

TRAVEL AND ENTERTAINMENT EXPENSE REPORT
ENTERTAINMENT AND BUSINESS MEAL WORKSHEET

THIS FORM IS TO BE USED ONLY IN CONJUNCTION WITH THE TRAVEL AND ENTERTAINMENT EXPENSE REPORT (C-1 FORM).
PLEASE REFER TO THE FINANCIAL POLICY MANUAL FOR THE UNIVERSITY'S POLICY ON ENTERTAINMENT AND BUSINESS MEAL EXPENSE.

DATE	PLACE OF ENTERTAINMENT	PERSON(S) ENTERTAINED	AFFILIATION	BUSINESS PURPOSE	AMOUNT
TOTAL ENTERTAINMENT AND BUSINESS MEAL EXPENSES (TOTAL AMOUNT SHOULD BE LISTED ON C-1 FORM):					$ -

ATTACH THIS WORKSHEET TO THE TRAVEL AND ENTERTAINMENT EXPENSE REPORT WITH ALL RECEIPTS.
OBJECT CODE 5209 SHOULD BE USED FOR BUSINESS MEALS, OBJECT CODE 5214 FOR ENTERTAINMENT.