

CATERING FOR A WORKSHOP OR OTHER EVENT

Receipt **MUST** be attached to this form!

Name of Group/Workshop: _____

Name of Event Contact: _____

Phone: _____ E-Mail: _____

Group Advisor/Faculty Contact: _____

Caterer/Food Provided By: _____

If you are getting food from HyVee or Walmart you need to obtain the department charge card in advance from Teresa Wille. Reimbursements are not processed for these two locations as we have the ability to charge and avoid tax being charged.

Date of Event: _____ Time of Event: _____

Room/Location of Event: _____

Benefit to the University:

Account number to be charged to: _____

Total Reimbursement: _____

You will need to provide and attach a list of those in attendance at this meeting/event and their affiliation with the university. (i.e.: Jane Doe, agronomy student, Jake Smith, Agronomy Professor, etc.)

If this event was open to the public and no attendance was taken please state that below but list those from the university who were in attendance. If the event had 25 or more in attendance and was open to the public, No attendance has to be taken. If the event is a closed event (requires an RSVP or purchase of dinner/seat) you must provide the list of those who stated they would attend.