

**ENTERTAINMENT FORM (C4)**

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

Form C-4

Department: \_\_\_\_\_ Commodities Acct. No.: \_\_\_\_\_  
*FOAPAL*

Staff Member to be Reimbursed: \_\_\_\_\_  
*(Last Name) (First) (Middle)*

City where expenditure is to be made: \_\_\_\_\_

Names and Titles of Persons Involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_  
\_\_\_\_\_

Date of Expenditure: \_\_\_\_\_

Nature/Amounts of Expenditure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the above expense is necessary in order to conduct official University business that could not have been accomplished otherwise. My signature on the Reimbursement Voucher certifies this expense.**

- 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) Paid receipts itemizing cost(s) to be reimbursed must be attached to voucher.*