

ENTERTAINMENT FORM

**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.

Signed: _____ Date _____

APPROVED

Dept. Head: _____ Date _____

Dean/Director: _____ Date _____

Vice President: _____ Date _____

- 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.*