Reimbursement Prior Approval Form
Alcohol Entertainment Purchase

****Chair or VP signature MUST be obtained prior to event.**
Failure to do so will result in denial of reimbursement of alcohol expense. **

Documentation and approval must be included with the original itemized receipt. The business purpose must clearly demonstrate how the expense contributes to the University or corporate mission, to include:

Name of Establishment: _____

Name/Title of Attendees: _____

_____

_____

_____

Exact Amount/Date: _____

Specific Business Discussion: _____

_____

_____

_____

Specific Time of Business Discussion: _____

** The University and its affiliated and related corporations recognize entertainment is a legitimate operational expense as long as it is related to the University's or the corporation's strategic mission. For authorization of expenses related to entertainment, the business purpose supporting the detailed entertainment transaction (including expenditures with the University Club) must be documented and approved by the employee's Director, Department Chair, Dean, Vice President, Provost or President. In situations of group entertainment expenses, a supervisor may not approve the charges of a subordinate if the supervisor was included in the group. The transaction should be approved by the highest level supervisor who was not included in the group. Please go to the following link for further policy information: https://louisville.edu/procard/guidelines/purchase-of-alcohol.html

_____ _____

Chair Approval Signature Date

Dean/VP Approval Signature (if Chair is attendee) Date

_____ _____

Printed Name of Chair

Printed Name of Dean/VP