

# THE UNIVERSITY OF ALABAMA

## ENTERTAINMENT EXPENSE FORM

The Section on Entertainment in The University of Alabama Spending Policies should be consulted before entertaining to ensure appropriate policies and procedures are followed.

DATE OF FUNCTION/EVENT: \_\_\_\_\_

PLACE OF FUNCTION/EVENT: \_\_\_\_\_

LIST VISITORS/GUESTS IN ATTENDANCE, THEIR TITLES, AND THE REASON THEY WERE INVITED TO CAMPUS  
(SPOUSES ARE ALLOWABLE ONLY WHEN ENTERTAINING A PROSPECTIVE CANDIDATE)

LIST UA FACULTY/STAFF PRESENT AND THEIR AREAS OF RESPONSIBILITY  
(UA SPOUSES ARE ALLOWABLE ONLY WHEN PROSPECTIVE CANDIDATES ARE ACCOMPANIED BY THEIR SPOUSE)

STATE THE REASON AND PURPOSE OF THE ENTERTAINMENT, INCLUDING THE PURPOSE AND BENEFITS OF THE PROGRAM TO THE UNIVERSITY OF ALABAMA