

# Example: Large Group Entertaining Expenditures

\_\_\_\_\_ Study Center

Date: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach list of participants.

Total cost of food and beverages: \_\_\_\_\_

Receipts attached for: \_\_\_\_\_  
(Amount)

Receipts not available for: \_\_\_\_\_  
(Amount)

Due to: \_\_\_\_\_  
(Reason, i.e., receipts not available, loss, none issued, etc.)

The above is a true statement of expenses incurred by me on official Study Center business on the dates shown above.

\_\_\_\_\_  
(Director's signature)

\_\_\_\_\_  
(Date)