ECONOMICS ENTERTAINMENT REIMBURSEMENT REQUEST FORM

Please submit your form with detailed, original receipt(s) to Joanna Drake at joanna.drake@austin.utexas.edu or place in the “Other” box at the front desk-BRB 1.116. Please attach receipt(s) with paper clips.

NAME ____________________________  EID ____________________________

DAY OF EVENT ____________________________

Please select all of the items that apply.

☐ Breakfast  ☐ Lunch  ☐ Parking  ☐ Other

Please provide a brief explanation.

GUEST NAME ____________________________  # IN ATTENDANCE ____________

GUEST AFFILIATION ____________________________  AMOUNT ____________

GUEST TITLE ____________________________

UT DEPT FACULTY REPRESENTATIVES

_____________________________________________________________________

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Please select all of the categories that apply.

☐ Seminar Speaker
☐ Faculty Recruitment
☐ Graduate Student Related
☐ Undergrad Student Related
☐ Research/Project Related
☐ Department Related