

## Business Expense Form

1) Date, location and description of expenditure:

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2) Name(s), title, company, affiliation and business relationship of the person(s) in attendance:

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3) Business purpose for incurring the expense:

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**Payment to:**

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**Invoice #**

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### Approvals

Requestor:

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Date:

Department Head:

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Date:

Admin & Finance:

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Date:

Please attach *original* receipts and/or invoices. Copies will not be accepted. If you have any questions, please contact Denise Boyer, Accounts Payable at extension 8095.

