



**PEARL RIVER  
COMMUNITY COLLEGE**

**Meals and Entertainment Form**

**Authorization for Expenditure of Funds for Official Community College Functions**

Department/Budget: \_\_\_\_\_

Requesting Individual: \_\_\_\_\_

Event Location/Restaurant/Vendor: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Names and titles of all attendees:

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

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

Vice President/Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above expense is necessary in order to conduct official College business that could not have been accomplished otherwise. My signature on the Reimbursement Voucher certifies this expense.

Note: Paid receipts itemizing costs(s) to be reimbursed, agenda (if applicable) and sign-in sheet of all attendees must be attached to the voucher.