**DEPARTMENT OF BIOCHEMISTRY AND BIOPHYSICS**

**BUSINESS ENTERTAINMENT EXPENSES FORM**

**Voucher#:**

**Date of Expense:**

**Payee:**       **PID** (If applicable)**:**      

**Chartfield #:**       **-**       **-**      **-**       **- CC#1 MBC**

**Total Amount: $**

**Justification of Expenses:**

**Under 10 Attendees:**  **YES**  **NO** (if YES, include names and select position below)

**Other Comments:**

**Signature of Department Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**