

ULSTER UNIVERSITY

Entertainment Expenditure Claim

Name : Designation:

Staff Number: Faculty/Department:

Date of Entertainment: Place of Entertainment:

Please note: Memo to be attached detailing reasons for entertaining outside the University

Purpose of entertainment:
.....

Staff present:
.....

Guests present:
.....

Analysis of expenditure – RECEIPTS MUST BE ATTACHED – Credit card receipts are NOT acceptable

Charge to account code:

I certify that this expenditure was incurred solely on behalf of Ulster University

Signed: Date:

Authorised by:

Signed: Date:

Dean/Head of Department