TO: _______________________

FROM: William P. Fisher  
Assistant Director of Financial Services

RE: Entertainment Reimbursement

DATE: ______________

In order for Accounts Payable to determine if an entertainment expense is in compliance with Skidmore’s entertainment policy, please supply us with the following information:

Purpose of the Meeting:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Those in Attendance:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Invoice Approval Required:

Requested by: ________________________  
Print name here: ________________________

**Approved by: ________________________  
Print name here: ________________________

Account Distribution:

1 ___________________________________
2 ___________________________________
3 ___________________________________
4 ___________________________________

Please return this form and all documentation as soon as possible. Thank you for your assistance in complying with this policy.

**Approval from a President’s Cabinet Member is required when alcoholic beverages are included in the bill.