

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:

Signature

Account Distributions:

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.