

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: _____
signature

Print name here: _____

**Approved by: _____
signature

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.