

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
DEPARTMENT OF CLASSICS

UNC Voucher Request Form		
Issue Payment To:	Total Purchase Amount:	Today's Date:

Expenses Submitted for Reimbursement

Date of Purchase:	<input type="checkbox"/> More than 8 people attended	Place, Purpose*, and Agenda:
<u>Description:</u> <input type="checkbox"/> Meal <input type="checkbox"/> Other <input type="checkbox"/> Reception <input type="checkbox"/> Educ. Supplies <input type="checkbox"/> Recruitment <input type="checkbox"/> Business Meeting <input type="checkbox"/> Membership/Subscription	If 8 or less people attended, please list their names here:	
Receipts contain alcohol purchases: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Name your source of funds on this line:				
Fund Number	Source Number	Program Number	Cost Code 1	Account Number

Signature: _____

Please return this completed form to the Classics office with receipts paper clipped.

** Indicate how the business entertainment benefited the University and clarify the relationship of the persons in attendance to the particular aspects of the University's programs or activities (titles, committee names, field of interest of person being entertained, reason for visitor being on campus, etc.). Procedure 1263.1 - Paying for Business Entertainment Expenses*

Revised Nov. 2017