

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

| | | |
|---|--|--|
| <p style="text-align: center;">Date of Purchase:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><u>Description:</u></p> <p><input type="checkbox"/> Meal <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Reception <input type="checkbox"/> Educ. Supplies</p> <p><input type="checkbox"/> Recruitment Office Supplies</p> <p><input type="checkbox"/> Business Meeting</p> <p><input type="checkbox"/> Membership/Subscription*</p> <p style="padding-left: 20px;">Calendar Year, or Academic Year</p> | <p><input type="checkbox"/> More than 8 people attended</p> <p>If 8 or less people attended, please list their names here:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | <p style="text-align: center;">Place, Purpose** and Agenda:</p> <div style="border: 1px solid black; height: 120px; width: 100%;"></div> |
|---|--|--|

Receipts contain alcohol purchases: Yes 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.

**Memberships and subscriptions can be paid for only one year at a time.*

*** 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*