

Business Expense Form

1) Date, location and description of expenditure:

2) Name(s), title, company, affiliation and business relationship of the person(s) in attendance:

3) Business purpose for incurring the expense:

Speed Type: _____

Approvals

Requester:	_____	Date:	_____
Department Head:	_____	Date:	_____
Division Head:	_____	Date:	_____

Please attach original receipts and/or invoices and file with your records. If you have any questions, please contact Lizette Silva, Controllers office extension 8057

