The Citadel School of Business
ENTERTAINMENT EXPENSE DOCUMENT

The items below demonstrate that this expenditure is for a business purpose at The Citadel.

ITEM PURCHASED:

COST:

WHO was involved with this activity?

WHEN did it occur?

WHAT makes this a reimbursable business expense? Describe the purpose of the event.

Obtain index number from Kim Black or Wes Jones

INDEX NUMBER: __________________________________________________

$500 and Below – One Signature
Over $500 – Two Signatures

Janette Moody, Associate Dean  Date

Wes Jones, Associate Dean  Date

William Trumbull, Dean  Date

Return completed form and supporting documents to Kim Black.