

# Entertainment Reimbursement Request



College of Environment + Design  
UNIVERSITY OF GEORGIA

ALL reimbursement requests, invoices, or other submissions for reimbursement and/or payment **MUST** be submitted to CED Business Office within 30 days of the expense incurred date. Reimbursement requests made after 30 days **MUST** include a letter of justification and are not guaranteed reimbursement.

Reimbursement is limited to approved funding for authorized expenses.

Submit all required documentation as one single pdf. [here](#)

- Invoice or paid receipts (Original, itemized detailed invoices, receipts must accompany any request.)

o Is this a student only event?

Yes (non-taxed invoice, UGA Entertainment Form)

No (taxed invoice, UGA Foundation Entertainment form)

- Complete Entertainment form, signed and dated
  - o UGA Entertainment Form [UGA Entertainment Form](#)
  - o UGAF Entertainment form [UGA Foundation Entertainment Form](#)
- Supporting documentation
  - o Advertisement (Flyer, social media posting, etc.)
  - o Invite: email or any other form requesting the presence of attendees
  - o RSVP list and/or list of attendees
  - o Agenda or Itinerary
  - o Written justification for event
- Justification for late request (Only if submitting a request more than 30 days after expense)

Please be sure to include and submit ALL required information within 30 days of the event. The business office will return incomplete submission packets for updates, revisions, or corrections. Please direct questions or concerns to [CED-BUS@uga.edu](mailto:CED-BUS@uga.edu)

**Reminder:** The responsibilities of individuals coordinating the event include, but are not limited to ensuring the budget provided is not exceeded, per diem rates are followed, solidifying catering, providing complete invoice(s)/request for reimbursement(s) to the business office, and requesting needed information before the event.