

Arkansas Tech University Foundation  
Official Function Reimbursement

To: Executive VP, ATU Foundation

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Request for Reimbursement

Reimbursement for miscellaneous entertainment expense incurred as follows:

| Date | Town where expenses incurred | Names of people hosted | Relationship to ATU and/or Foundation* | Amount |
|------|------------------------------|------------------------|--|--------|
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\_\_\_\_\_  
Signature of Requesting Officer

\_\_\_\_\_  
Signature of Department Head

\*Alumnus, donor, prospect, etc.