KSUF-6 Travel/Entertainment or Other Expenses

KANSAS STATE UNIVERSITY
FOUNDATION

2323 Anderson Ave. Ste. 500 • Manhattan, KS 66502-2911
785-532-6266 • 800-432-1578 • www.found.ksu.edu

Print Form

Date 11/30/2010

Fund # CXXXXX

Fund Name Accounting General

Payee Name Famous Dave's

Payee Title

INSTRUCTIONS
1. This form should be used to report travel and entertainment expenses OR
2. This form should be used when there are multiple invoices for which one (1) Payee is being reimbursed.
3. Original and itemized receipts are required.
4. Multiple invoices should be taped to an 8 1/2 x 11 sheet of paper. Please place the invoices in the same order as information is entered on the expense form.
5. Please include names and titles of all persons entertained at a business meal, or other type of business entertainment.
6. If more room is needed, please attach information as necessary to accurately document the business purpose.

If this reimbursement request is for a business trip please describe the purpose of the trip & the destination

Date	Expense paid to:	DESCRIPTION OF EXP & BUS PURPOSE Please state who, what, where, when, why to fully explain the nature of the expense.	Travel Expense Description (Use drop down list or type your own)	Other Expense Description (Use drop down list or type your own)	Fund # (if different from above)	Amount
11/10/2010	Invoice 1234	Dr. Ledger, Assoc Prof of Acctg had lunch with speaker Mr. taxman from the IRS. Mr. Taxman spoke to senior Accounting students regarding job opportunities at the IRS		Hospitality		$45.00
11/20/2010	Invoice 9756	Dr. Widget, Dept Head and Professor Balance took Dr. Deadline to lunch. Dr. Deadline is interviewing for the open Professor position in the Acctg dept.		Hospitality	CXXXX1	$80.00
11/25/2010	Invoice 10075	Professor Balance took students Abby Awesome, Charlie Champion to lunch to celebrate winning the Accounting competition.		Hospitality		$80.00

Page 2 Total

Grand Total $205.00

Approved for Payment by (person with signature authority)

I certify to Kansas State University Foundation that these expenses are valid, for the benefit of Kansas State University, and in accordance with donor instructions as documented in the FUND's MOU or appropriate correspondence. I also certify that reimbursement for these expenses is not being requested from another source.

Famous Dave's/

Payee Name & Title (please print) | Signature | Date

Dr. William Widget/Dept Head, Accounting

Approved by Name & Title (please print) | Signature | Date

☒ Call for Pickup ☐ Return Ck To:

Name: Betty Bookkeeper

PH Number 2-XXXX

Dept: Accounting

Address: 456 GAAP Hall

KSUF-6 Travel/Entertainment or Other Expenses

KANSAS STATE UNIVERSITY
FOUNDATION
2323 Anderson Ave. Ste. 500 • Manhattan, KS 66502-2911
785-532-6266 • 800-432-1578 • www.found.ksu.edu

Print Form

Fund # CXXXXX

Fund Name Accounting General

Payee Name Famous Dave's

Date	Expense paid to:	DESCRIPTION OF EXP & BUS PURPOSE Please state who, what, where, when, why to fully explain the nature of the expense.	Travel Expense Description (use drop down list or type your own)	Other Expense Description (use drop down list or type your own)	Fund # (if different from above)	Amount

Page 2 Total