

BOWDOIN COLLEGE

FACULTY HOME ENTERTAINMENT VOUCHER

Date _____

Pay to: _____

Address: _____
(home or campus)

Date of Entertainment: _____

Number of students entertained: _____

Amount of reimbursement requested: \$ _____
(Maximum allowable reimbursement is \$6.00 per person, maximum \$100.00 for a single function.)

Signature of Faculty Member

****Please attach itemized receipts for food and non-alcoholic beverages only****

The Accounting Office will not permit reimbursement without appropriate receipts/copies of receipts.

Return this voucher for approval to:

**Denise Trimmer
Office of the Dean of Student Affairs**

For the Dean's office to complete:

Charge Account # _____

Approved by: _____
