**Business Entertainment Expenses Memo**

**Department Name**: Environmental Sciences and Engineering

**Payee**: Choose an item.

**Business**: Click here to enter text.

**Host**: Click here to enter text.

**Date of Expense**: Click here to enter a date.

**Place of Meeting**: Click here to enter text.

**Number in attendance**: Click here to enter text.

**Names of Those in Attendance**: (Give names if 8 attendees or less) more than 8 just give number.

Click here to enter text.

**Purpose of meeting**:

Click here to enter text.

Receipts are attached.

Signature of Department Authority: