



# BUSINESS-RELATED & ENTERTAINMENT (BRE) EXPENSE FORM

The purpose of this form is to document business-related and entertainment (BRE) expenses, according to IRS guidelines. It is advisable to consult the **Business-Related & Entertainment (BRE) Expense Guidelines** before completing.

Use this form for up to three expenses for the same event. Do not put multiple events on one form. Include as support for the payment.

EMPLOYEE NAME                      FUND                      ORG                      ACCOUNT                      PROGRAM                      DEPARTMENT NAME

DOCUMENT                                      TYPE OF EXPENSE

DATE OF EXPENSE:

EXPENSE AMOUNT:

BUSINESS NAME:

BUSINESS PURPOSE  
and EVENT LOCATION:

NAMES and  
RELATIONSHIPS:

Area Division Officer Pre-Approval for:

\_\_\_\_\_  
(Area Division Officer Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

My signature below certifies that the expenses listed above are in compliance with the **University Policy** for Business-Related and Entertainment (BRE) Expense.

\_\_\_\_\_  
(Financial Manager Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

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