

DOCUMENTATION OF EVENT EXPENSE FORM

INSTRUCTIONS: SUBMIT ONE (1) FORM PER EVENT. *The following event expenses were incurred in the discharge of official University Business. Individually priced and itemized tickets or similar paid invoices/receipts MUST be attached to support all expenses (statements only or sales draft forms only are NOT acceptable). This completed form along with any supporting documentation must be included with Direct Payment Requests, Yo-Mart requisitions, and cardholder's monthly statement to P-Card Office.*

DEPARTMENT	
REQUESTOR	

PAYMENT METHOD (Check one)

Direct Payment; Yo-Mart Requisition; P-Card -- PLEASE LIST LAST 4 DIGITS OF CARD _____

EVENT DETAILS

EVENT BUSINESS PURPOSE (Provide a brief description of the purpose of the event.)

EVENT DATE: _____ EVENT LOCATION: _____

LIST VENDOR(S) AND AMOUNT(S)

VENDOR NAME	AMOUNT PAID	ASU Fund(s) & Account Number(s) To Be Charged <i>(Required <u>ONLY IF P-Card Used</u>)</i>

LIST OF PARTICIPANTS (Please list the names of the people in attendance. Attach a continuation page if necessary.)	

Continuation Page Attached? YES NO (Check one)

COMPLETE BELOW ONLY IF P-CARD IS FORM OF PAYMENT USED

CERTIFICATION STATEMENT--Under penalties of perjury, I certify this is a true and accurate statement of expenses incurred on behalf of Appalachian State University.

Signature of Requestor OR Cardholder (REQUIRED for P-CARD payments ONLY)

Signature Printed

CERTIFICATION STATEMENT--I have examined this documentation for the event and certify that it is just and responsible.

Signature of P-Card Approver (REQUIRED for P-CARD payments ONLY)

Signature Printed