



ENTERTAINMENT EXPENSES

DOCUMENT NO. _____ TYPE _____ YEAR _____

To the Head of the Management Centre

The undersigned _____
on the occasion of _____
has paid the following entertainment expenses, incurred on _____
at _____

The following have participated:

name	organization	title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following expense receipts are enclosed and payment is requested by:

- Reimbursement to the undersigned
- Payment with corporate credit card
- With direct payment made out to:

beneficiary	invoice reference	amount
_____	_____	_____
_____	_____	_____

The Undersigned declares to have been informed that the personal data contained in this present form is to be stored in the paper-based and electronic archives of the University and used only for institutional needs. I also declare to have received the information provided by art. 13 of the D.Lgs. dated 30 June 2003, no. 196 (Italian Law on personal data protection).

date _____

signature _____



PART RESERVED TO THE HEAD OF THE MANAGEMENT CENTRE

The cost is to be assigned to the Project/ Cost Centre

Approval: Authorised by

Department Head

PART RESERVED TO THE OFFICE GRANTING AUTHORISATION FOR REIMBURSEMENT

Approved: Authorisation granted
