

**Report and Reimbursement Form  
Staff Entertainment with Students  
2008-2009 Academic Year**

To verify that funds are available for reimbursement, contact Linda Gray at ext. 2318 or by email [lgray@wooster.edu](mailto:lgray@wooster.edu) prior to hosting your event.

Name \_\_\_\_\_

Department \_\_\_\_\_

Expenses incurred \$ \_\_\_\_\_ (please attach itemized receipts)\*

\*Exclusions: alcoholic beverages, outside caterers

Brief description of the event:

How many students attended? \_\_\_\_\_

Please describe the group of students – student employees, class activities group, etc. Please list the names of the students who participated:

Signature of Department Head \_\_\_\_\_

(for awareness of event)

Forward this request to Linda Gray or Natalie Richardson

*To be completed by the CWSC*

Date reimbursement request received from employee: \_\_\_\_\_

CWSC Committee approval signature: \_\_\_\_\_

Total amount to be reimbursed: \$ \_\_\_\_\_ (maximum allotment is \$80.00)

Date forwarded to Business Office for payment: \_\_\_\_\_

Account Name: Student Entertainment (Staff)

Account # \_\_\_\_\_