

# Music Department Social Event Meal Form

All Social Event Meals must have Music Department budgetary approval prior to event taking place. Itemized receipts are required and must be submitted with this form within 30 days the expense was incurred.

Name of Person to be Reimbursed:

UVA Email:

Date of Social Event:

Purpose or Reason for the event:

Name of Vendor(s):

Number of Participants:

Total Amount:

Name of Participants and affiliation: (for a large group it is sufficient to provide a breakdown i.e. 50 UVA faculty, 20 UVA students, 30 community members, etc.)

Name of Participants	Affiliation

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Music Department Chair's Signature

*{Office Use Only}*

PV# \_\_\_\_\_

PTAO: \_\_\_\_\_