Receptions

The following documentation should be submitted for Reception event expenses:

☐ Itemized vendor receipt, showing proof of payment

☐ [Events-Reception Payment Form]

☐ Agenda, event flyer, itinerary, or other supporting documentation to substantiate the business purpose that includes:
  
  • Name/description of the event
  • Beginning/ending dates and times
  • Official business relatedness of the reception.

☐ Number of attendees: While an attendees list is not required for documentation, the number of attendees needs to be noted either in the e-Reimbursement itself, or as part of the documentation.

Alcohol expenses ONLY:

☐ Approval in writing for alcohol expenses from Assistant Dean Natalie Feggestad prior to the event at which alcohol will be served.

Alcohol is not an allowable UW-Madison expense, and must be paid directly by UW Foundation. (Please note that the UW-Foundation has a limit of $25/person. If possible, reimbursements are simplified if alcohol is billed separately from other expenses.)