

(P-Card Only)
 Appalachian State University
Documentation of Event Expenses

Cardholder _____ Title _____

Department _____

Address Street _____ City _____ State _____ Zip _____

Business Purpose: (please describe the business purpose of your event)

Event Date _____ Event Location _____

The following event expenses were incurred in the discharge of official University Business. Individually priced and itemized only, tickets or similar paid invoices/receipts must be attached to support all expenses. This completed form along with any supporting documentation must be included with monthly statement to P-Card Office.

	List Vendors	Amount(s)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
Total Expense:		_____

ASU Fund(s) & Account Number(s) to be charged:

Participant(s): Please provide a list of those in attendance (Attach continuation if needed)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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

Cardholder _____ Date _____

I have examined this documentation of event expenses and certify that it is just and responsible.

P-Card Approver _____ Date _____