

**Nuclear Engineering  
Men's Faculty/Women's Faculty Club  
Event Request Form**

Faculty Name:

Men's Faculty Club

Women's Faculty Club

Date of Event:

Purpose of the meeting:

Lodging

Please indicate the name of the visitor and date(s) of the reservation required.

\_\_\_\_\_

Dining                      Reservation Time: \_\_\_\_\_

Breakfast       Lunch       Dinner       Light Refreshments

*(Maximum limit per person: \$26/breakfast; \$45/lunch; \$78/dinner; \$18/light refreshments)*

Names & Institution of Attendees: \_\_\_\_\_

\_\_\_\_\_

*For additional attendees, please use back of form*

Will you require any additional services, such as event room reservation, a/v equipment, etc?

\_\_\_\_\_

Chartstring/Fund that should be charged: \_\_\_\_\_

**I hereby certify that the above is a true statement of the  
entertainment/meeting expenses incurred by me on official University business  
on the dates shown as required by University and Department policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#	Name (Last, First)	Occupation/Affiliation
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