

Reimbursement Request for Expenses that include Alcohol - Off-Campus

Requestor Name	
Requestor Title	
Requestor Department / Unit	
Requestor Email Address	
Requestor Telephone Number	
Driver Worktag	
Amount of Expense	
Business Purpose	

Yes	No	Please answer Yes or No to the statement below
		Event or Activity includes individuals under the age of 21 <ul style="list-style-type: none"> • If answer is yes: <ul style="list-style-type: none"> ○ Please provide additional justification indicating why these individuals are in attendance in the Business Purpose above ○ Form must have second level approval (EVPAF, EVPR or Provost)

Approved by: Chair, Dean, Department Head, Director, or Vice President

Printed Name	
Title	
Signature	
Date	

Approved by: EVPAF, EVPR or Provost (required if individuals under the age of 21 are in attendance)

Printed Name	
Title	
Signature	
Date	

Notes:

- Form must be submitted with payment/reimbursement requests via GT Accounts Payable or GT Foundation
- Form must be submitted with payment/reimbursement for development activities via GT Foundation
- On-Campus Events serving alcohol require completion of the Georgia Tech "[Alcohol Prior Approval Form](#)"