



Directions:

- 1- Fill out completely
- 2- Up to \$16 per person will be reimbursed
- 3- No Alcohol!
- 4- Up to 15% gratuity will be reimbursed
- 5- Attach original, itemized receipt
- 6- Turn in at 77 Klamath

GRADUATE RECRUITMENT - LUNCH REIMBURSEMENT FORM

Your Information	Name: _____		UO ID#: _____	
	Street Address: _____		Phone #: _____	
	Apt: _____			
	City, State, Zip: _____		Institute <input type="checkbox"/> IMB <input type="checkbox"/> IE2	
	UO Email: _____		Affiliation: <input type="checkbox"/> ION <input type="checkbox"/> OIMB	
Event Information	Date & Time: _____		Location: _____	
	Participants (First & Last Names): _____			

ATTACH ORIGINAL ITEMIZED RECEIPT

Office Use Only
Index: _____
Activity Code: _____
Accounting Code: _____
Amount: _____
Date: _____

RETURN TO JESSICA WILSON IN 77 KLAMATH

This will get you reimbursed...

Glenwood Restaurant
1340 ALDER ST.
EUGENE OREGON 97401
Tel. (541) 687-0055

01/25/13 1:10 PM
Table 23 Cust 4
Order 8297 Waiter 83 Lauren W

2 TEA	3.90
1 COFFEE	2.25
1 CURRIED CHICKEN SAND.	7.50
1 BARBECUED SALMON	10.95
1 GINGER CHIX SAL	10.95
ADD CUP SOUP \$	
1 SUMMER SALAD	8.95
Non-Taxed:	44.50
Sub-total:	44.50
Taxes:	0.00
Total Due:	44.50

Thanks for your business.
Glenwood Restaurants, Inc.

List of Participants:

William Funtimes
Bradley Pitts
Jennifer Amistone
Dr. Jefferson Franklin
(Has first and last names)

This alone will not... (this is NOT itemized)

~~The Bridge
1675 Franklin Blvd
Eugene, OR 97403
5413574880~~

~~Date: 02/15/2013 01:24PM
Card Type: VISA
Acct Num: *****4710
Exp Date: **/**
Customer: [REDACTED]
Card Entry: SWIPE
Trans type: PURCHASE
Auth Code: 171388
Check: 1222
Table: F 3-2
Server: 0050 Maria
Ref Number: 304821000738~~

~~Amount: \$39.50
Tip 5.85
Total 45.35
Signature _____
Please Sign and Total 1 Day
Thank You, Please come again!~~

List of Participants:

Jonathan the one with braces
My friend
Her sister
(MUST HAVE FIRST AND LAST NAMES & UO
Affiliation or be a recruitment candidate)

Want to know how much?

Guest Check
Thanks for Coming In

TABLE: C 25 - 7 Guests
Your Server was Jacqui
2/15/2013 1:19:18 PM - ID #0604454

ITEM	QTY	PRICE
8" BBQ Chix	1	\$10.95
8" Green Envy	1	\$10.95
8" Pancetta Mushroom Pizza	1	\$10.00
8" Pepperoni Pizza	1	\$9.75
Bowl Soup 2		9.15
Ice Tea Dont Make		
Nervous Breakdown Burger		9.15
Reuben	1	\$10.50
Tavern Green Salad	1	\$7.25
Subtotal		\$74.80
Grand Total		\$74.80
Amount Due:		\$74.80

Tip 15% \$11.22
Please Pay Your Server

\$86.02

Why & How:

\$74.80/7 people + 15% tip (11.22) = \$86.02.
This receipt is itemized, at less than per diem per person (\$10.69), tip is at 15%, and no alcohol on tab, so full amount will be reimbursed.

AGATE ALLEY
(bistro)

1461 E. 10th Ave
Eugene OR 97403
541-485-8887

Name:
Table #: 10 Person #: 1
Date: 2/26/2013 Time: 01:04:23 PM
Check: 228577 Covers: 1 Server: 63

1	NATE'S A JERK SANDWICH	12.00
1	OCEAN FILET	11.00
1	CRAB CAKES	13.00
1	CHICKEN TACOS	7.00
2	APPLE CRISP	14.00
1	NY CHEESECAKE	7.00
Food Sub-Total		64.00
1	IPA	4.00
1	TACO TUES MARGARITA	4.00
Average Sub-Total		6.00
SUB TOTAL		72.00
Sales Tax		0.00
TOTAL:		72.00

\$59.80

Why & How:

\$13.00X4 People + 15% tip (7.80) = \$59.80
Per diem is \$13 per person, only up to 15% tip is reimbursed (tip on alcohol is also not included), and alcohol is NOT reimbursed.