

## 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 \$40/bottle for wine. If possible, reimbursements are simplified if alcohol is billed separately from other expenses.)