



**Additional Information Form**  
(NOT TO BE USED FOR MEALS OR ENTERTAINMENT)

<b>Employee Name</b>	
<b>Department</b>	
<b>Date of Activity</b>	
<b>Type of Activity</b>	

**EXPENSE DETAIL**

<b>Reason for Expense</b>	<b>Activity</b>	<b>Date of Activity</b>	<b>Amount Expended</b>

**TOTAL EXPENDED:** \$ \_\_\_\_\_

**PARTICIPANT INFORMATION**  
(IF APPLICABLE)

<b>Name of Participant</b>	<b>Affiliation to the University</b>

This form can be used as support documentation for any P-Card transaction that could be viewed as a personal purchase but was made for official University business purposes. All itemized receipts and other explanatory documentation for the activity should be attached to the form and be retained with the applicable monthly Purchasing Card Statement.

I certify that all expense listed here are correct and were incurred for the University business reason stated above and were incurred in the performance of my assigned University duties.

\_\_\_\_\_ **Employee Signature**                      \_\_\_\_\_ **Printed Name**                      \_\_\_\_\_ **Date**

\_\_\_\_\_ **Card Manager or Supervisor Signature**                      \_\_\_\_\_ **Printed Name**                      \_\_\_\_\_ **Date**