

**OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION, AND TOURISM**

## REQUEST FOR PAYMENT FOR SPECIAL/ PROMOTIONAL EXPENSES

## Agency

Date of Request

### Type of Request:

## Location

(city, state, country)

## Reimbursement

Requested by:

Payable to:

Amount \$

Vendor #

Personnel #

## **JUSTIFICATION OF EXPENSES:**

The funds requested herein will cover the following expenses: *(Meal requests must include name and title of guest(s) and purpose of expense).*

150% of high cost rate  
200% of high cost rate

- Special meals
- Promotional meals
- Supplies
- Booth/Furniture Rental
- Tips
- Vehicle / Bus Rental
- Hotel Charges for Guest
- Baggage Charges
- Refreshments
- Miscellaneous Charges
  - a.
  - b.
  - c.

**TOTAL**

*(Employee Signature & date)*

*(Agency Budget Approval and date)*

*(Assistant Secretary Signature and date)*

*(Undersecretary Approval and date)*

## *Fund*

## *Cost Center*

## *GL Code*

## ***WBS Element***

## ***Grant***

## *Order*

***Amount***