

**Georgia Institute of Technology
Reimbursement Request for Expenses that include Alcohol –
Off-Campus**

Georgia Tech Department ID	
Georgia Tech Department Name	
Georgia Tech Project ID	
GT Foundation Project Number (if applicable)	
Requestor Name	
Requestor Title	
Requestor Telephone Number	
Requestor Email Address	
Amount of Expense	
Business Purpose	

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

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

Printed Name	
Title	
Signature	
Date	

Approved by: EVPAF, EVPR or Provost Office (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 GaTech 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”