



# LUNCH & LEARN ACCOUNT FORM

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Lunch \_\_\_\_\_

Name of Restaurant Attended: \_\_\_\_\_

Total Amount of Bill: \_\_\_\_\_ Total Number of  
Guests in Attendance: \_\_\_\_\_

### Names of Guests

Guest #1 (Professor Name): \_\_\_\_\_ Department \_\_\_\_\_

Guest #2 (Your Name): \_\_\_\_\_ Class Year \_\_\_\_\_

Guest #3 (Invited Student): \_\_\_\_\_ Class Year \_\_\_\_\_

Guest #4 (Invited Student): \_\_\_\_\_ Class Year \_\_\_\_\_

### Steps

1. Tape the restaurant's ITEMIZED receipt to the back of the completed form.
2. Submit the completed form and receipt to the G95 front desk.

### WHARTON UNDERGRADUATE DIVISION ONLY

Budget Code(s) FUND

(STAFF USE ONLY) PROG

CREF

amount


Invoice No.

PO No.