

## Entertainment Pre-Approval Form

**Allowable Rates & Restrictions:** Please reference the [UC Entertainment Policy](#) for a complete list of allowable expenses for each event type, dollar amount restrictions, and **funding source restrictions (i.e. state funds, contract & grant funds, etc.)**

**Requests:** All requests for the purchase / payment of event related items and for reimbursement of such items bought, should be accompanied by this form and sent to [Business.Operations@medsch.ucr.edu](mailto:Business.Operations@medsch.ucr.edu). Please be sure to include an attendee list for all reimbursement requests, and original, itemized receipts for expenses over \$75.

### EVENT INFORMATION

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b>Event Host:</b>                | <b>Business Purpose/ Description:</b> |
| <b>Name of Event:</b>             |                                       |
| <b>Event Date:</b>                |                                       |
| <b>Event Location:</b>            | <b>Departmental Contact Name:</b>     |
| <b>Estimated Cost Per Person:</b> | <b>Phone / Email:</b>                 |

*MAXIMUM PER PERSON COSTS <sup>1</sup>: Light Refreshments \$19/pp | Breakfast \$27/pp | Lunch \$47/pp | Dinner \$81/pp*

### FAU & APPROVAL *\*FAU & Approval Required for all event types*

| Account | Activity | Fund | Function | Cost Center | Proj Code | Amount |
|---------|----------|------|----------|-------------|-----------|--------|
|         |          |      |          |             |           |        |
|         |          |      |          |             |           |        |

|  |                  |             |
|--|------------------|-------------|
| <b>FAO/ Department Head (Print Name)</b> | <b>Signature</b> | <b>Date</b> |
| SRP Approval (If Applicable)             | Signature        | Date        |

### EVENT TYPE *\*Please send to BusOps for any additional signature routing*

**A. Does not require additional approvals:**

- FACULTY RECRUITMENT (PRIOR TO JOB OFFER ACCEPTANCE 1: HOST, 2: CANDIDATE, 3: NON-SPOUSE)
- STUDENT RECRUITMENT, ORIENTATION, RECOGNITION
- SEMINAR AND/OR SYMPOSIA
- OTHER BUSINESS :

**B. Requires Approval from SOM Controller & Dean:** **10 BUSINESS DAYS ADVANCE APPROVAL**

- ALCOHOL BEVERAGES WILL BE SERVED AT THE EVENT
- EXCEEDING MAXIMUM PER PERSON COST UP TO 200%
- BUSINESS RETREATS, ANNUAL EVENTS
- DONORS ACTIVITIES (HOSTED BY OTHER UNIVERSITY PERSONNEL)
- FACULTY & STAFF RETIREMENT, RECOGNITION AND/OR FAREWELL EVENTS (UC W/5+ YEARS OF SERVICE)
- FACULTY RECRUITMENT AND/OR BUSINESS MEETINGS (INCLUDING UC EMPLOYEES AND/OR SPOUSES / PARTNERS)

|  |           |
|--|-----------|
| Controller & Budget Director Signature | Date      |
| Dean                                   | Signature |
|  | Date      |

**C. Requires Approval from Provost & Exec. Vice Chancellor:** **ANOTHER 15 BUSINESS DAYS ADVANCE APPROVAL**

- MEETINGS & EVENTS INVOLVING DONORS (HOSTED BY THE DEAN)
- TICKETS TO SPORTING, THEATRICAL / MUSICAL EVENTS
- TABLE SPONSORSHIP (UC EVENTS)
- CASH CONTRIBUTIONS INCLUDED IN FUNDRAISER FEE

|                           |           |      |
|---------------------------|-----------|------|
| Provost                   | Signature | Date |
| Executive Vice Chancellor | Signature | Date |