

## 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 (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 submitted to Business Operations ServiceNow Ticket System. Please be sure to include an attendee list for all reimbursement requests, and original, itemized receipts for expenses over \$75.

### EVENT INFORMATION

Event Host:	Business Purpose/ Justification:
Name of Event:	
Event Date:	
Event Location:	
Estimated Number of People:	Departmental Contact Name:
Estimated Food Cost Per Person:	Phone / Email:
Estimated Total Cost of Event:	

MAXIMUM PER PERSON FOOD COSTS: Light Refreshments \$24 | Breakfast \$34 | Lunch \$59 | Dinner \$103

### COA & APPROVAL

*\*COA & Approval Required for All Events*

Entity	Fund	Activity	Account	Function	Program	Project	Flex1	Flex2	Amount

FAO/ Department Head (Print Name)

Signature

Date

SRP Approval (If Applicable)

Signature

Date

### EVENT TYPE

*Sections B & C will be routed by Business Operations*

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

- ☐ FACULTY RECRUITMENT (PRIOR TO JOB OFFER ACCEPTANCE 1: HOST, 2: CANDIDATE, 3: NON-SPOUSE)
- ☐ PROGRAMMATIC ACTIVITIES
  - ACADEMIC BASED ACTIVITIES, STUDENT ORIENTATIONS, COMMENCEMENT, etc.
- ☐ OTHER BUSINESS (REQUIRED):

#### B. Requires Approval from SOM Controller & Dean:

**UP TO 10 BUSINESS DAYS ADVANCE APPROVAL**

- ☐ ALCOHOL BEVERAGES SERVED AT EVENT
- ☐ FACULTY RECRUITMENT INVOLVING SPOUSES/PARTNERS/FAMILY
- ☐ EXCEEDING MAXIMUM PER PERSON COST **UP TO 200%**
- ☐ FACULTY & STAFF RETIREMENT/FAREWELL EVENTS (UC W/5+ YEARS OF SERVICE)
- ☐ DONOR ACTIVITIES (HOSTED BY OTHER UNIVERSITY PERSONNEL)
- ☐ TICKETS TO SPORTING, THEATRICAL / MUSICAL EVENTS
- ☐ EMPLOYEE MORALE-BUILDING ACTIVITIES (e.g. FACULTY AND STAFF RECOGNITION, HOLIDAY GATHERINGS)
- ☐ OTHER EVENTS NOT LISTED IN BUS-79 (e.g. BUSINESS RETREATS)

Controller & Budget Director Signature

Date

Dean Signature

Date

#### C. Requires Approval from Provost & Exec. Vice Chancellor:

**UP TO 25 BUSINESS DAYS ADVANCE APPROVAL**

- ☐ MEETINGS & EVENTS INVOLVING DONORS (HOSTED BY THE DEAN)
- ☐ EXPENSES THAT **EXCEED 200%** OF THE PER PERSON MAX. RATES

Provost/Executive Vice Chancellor Signature

Date