

## Entertainment or Event Authorization and Documentation

The following information is **required** for documenting entertainment expense requisitions and expenses charged to a **US Bank Event Planning Card (EPC)** in compliance with UCB EPC guidelines. Approving authorities and allowability of expenditures can be found in UCOP policy Nos. BUS-79 and BUS-43, Part 8.

## PREPARER'S INFORMATION

Print Name: _____	Date: _____	Phone: _____
Department: _____	Email: _____	

## EVENT INFORMATION

BearBuy Item Description: _____	
Description of Event:	
Business Purpose of Event:	

**MEAL EXPENSE INFORMATION** Attach a guest list for each meal expense

Event Date: _____		Meal Type: _____		Alcohol Served? <input type="radio"/> Yes <input type="radio"/> No		Type of Event: _____																									
Vendor to be Paid		Comments		Reference No.		AMT IN per person Calc		AMT NOT in per person Calc		TOTAL																					
Other Expenses Included in Per Person Calc		Comments		AMT IN per person Calc		Meal Expense TOTAL			<b>Campus Per Person Limits</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>100%</td> <td>150%</td> <td>200%</td> </tr> <tr> <td>Light Refreshments</td> <td>\$18</td> <td>\$27</td> <td>\$36</td> </tr> <tr> <td>Breakfast</td> <td>\$26</td> <td>\$39</td> <td>\$52</td> </tr> <tr> <td>Lunch</td> <td>\$45</td> <td>\$67.5</td> <td>\$90</td> </tr> <tr> <td>Dinner</td> <td>\$78</td> <td>\$117</td> <td>\$156</td> </tr> </table>				100%	150%	200%	Light Refreshments	\$18	\$27	\$36	Breakfast	\$26	\$39	\$52	Lunch	\$45	\$67.5	\$90	Dinner	\$78	\$117	\$156
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Explain If Other Type of Event:		<b>Exceptional Entertainment Requiring Approval</b> (check all that apply): Spouses/Partners in Attendance <input type="checkbox"/> Employee Morale-Building Activity <input type="checkbox"/> Meal Over Campus Per Person Limit <input type="checkbox"/> Other <input type="checkbox"/>								<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td># Attendees</td> <td>\$ Included/Per Person</td> <td>Cost/Person</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		# Attendees	\$ Included/Per Person	Cost/Person																	
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University Business Purpose for Exception:								Explain OTHER Exceptional Expense:																							
						Total Event Vendor Expenses:																									
						Amount Assigned to a Chartstring (PREV PAID + TO BE PAID):																									
						Amount Unassigned to a Chartstring:																									
<b>BFS CHARTSTRING DISTRIBUTION</b>																															
BU	ACCOUNT	FUND	DEPT	PGM	CHARTFIELD1	CHARTFIELD2	VENDOR	TOTAL (Autocalc Prev Paid + To Be Paid)	AMT PREVIOUSLY PAID	AMT REQUESTED TO BE PAID																					
EVENT TOTALS																															
"I hereby certify that the above is a true statement of expenses incurred by me, or with my approval of the use of my EPC, within the regulations of the University of California and that such entertainment/administrative event was relative to official University business." Host: _____ Date: _____ Name and Title: _____																															
Cardholder (if not Host)/ Event Card: _____ Date: _____ Name and Title: _____ Department Approval: _____ Date: _____ Name and Title: _____																															
<b>Exceptional Approval Signatures (if required):</b> Department Head: _____ Date: _____ Name and Title: _____ Executive: _____ Date: _____ Name and Title: _____																															