

Event Information:

Type of Entertainment: *(check applicable boxes)*

Breakfast
Lunch
Dinner
Light Refreshments
Buffet Reception
Other: (please describe)

Event Description: *(check applicable boxes)*

Cooperative Extension Public Education Meeting
Search/Interview Committee for UCCE Position
Faculty/Staff meeting – (light refreshments only)
Administrative meeting directly concerned with the welfare of the University. Meals are an integral part of the business meeting and not for personal convenience.

Date of Event:

Business Purpose:

Number of Attendees:

Name/Description of Event & Audience:

Amount:

Account Number:

If available, please include the AggieTravel or Check Request-Entertainment Reference Document #

Pre-approval by UC ANR Controller for the following exceptional entertainment event is requested:

Event is for morale-building or recognition of UC employees or official UC volunteers

Event will include alcohol service (not an allowable use of state, federal or contract & grant funds)

Event will include spouse or domestic partners of guests or host

Event will exceed the allowable per person amount as established by UC policy

Provide an explanation for the exceptional request:

Date:

Originating County:

Originating County Reference Doc #

Name: Preparer Name:

Document # Number of pages attached:

Email Address:

Approvals:

I certify that the above is a true statement of the facts which justify the planned exceptional entertainment expenses.

Host: _____

(date)

County Director: _____

(date)

☐ **APPROVED**

☐ **DISAPPROVED**

ANR Controller: _____

Jake McGuire

(date)

BOC Director Review

Initials

Complete form, print, sign, & forward to the BOC-K to initiate approval from the ANR Controller. Approved form will be returned to originating County Office to be included with AggieTravel/Entertainment Report or with the Check Request Entertainment Vendor Payment.