

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

<i>Initials</i>

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.