

## APPROVAL REQUEST FOR ADDITIONAL/EXCEPTIONAL ENTERTAINMENT

Complete form on-line, print, sign, & forward form to the BOC to initiate approval from the ANR Controller. Approved form will be returned to the originating Unit to be included with AggieTravel Entertainment Report.

### Policy Notes:

Events requiring the PRIOR approval of the ANR Controller include: 1) Events for morale-building or recognition of UC employees or official UC volunteers, 2) Events where alcohol will be served, 3) Events that include spouses or domestic partners of the guests or the host, 4) Events that exceed the allowable per person amounts established by ANR policy.

### Event Information:

Host name:	Unit:
Date of event:	# of attendees
Description of entertainment and attendees:	

Type of Entertainment: *(check applicable boxes)*

Event Description: *(check applicable boxes)*

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Cooperative Extension Public Education Meeting
<input type="checkbox"/> Lunch	<input type="checkbox"/> Search/Interview Committee for an Academic Position
<input type="checkbox"/> Dinner	<input type="checkbox"/> Faculty/Staff meeting – (light refreshments only)
<input type="checkbox"/> Light Refreshments	<input type="checkbox"/> Administrative meeting directly concerned with the welfare of the University. Meals are an integral part of the business meeting and not for personal convenience
<input type="checkbox"/> Buffet Reception	<input type="checkbox"/> Donor stewardship meeting
<input type="checkbox"/> Other, please describe	

**Approval for the following exceptional entertainment event is requested:** *check all applicable boxes and provide requested explanations*

- Event is for morale-building or recognition of UC employees or official UC volunteers. Please describe the UC business purpose of entertainment event:
- Event will include alcohol service – (not an allowable use of state, federal or contract & grant funds). Please describe the UC business purpose of entertainment event:
- Event will include spouse or domestic partners of guests or host. Please describe the UC business purpose for including spouses/domestic partners:
- Event will exceed the allowable per person amount as established by ANR policy (\$19 per person and/or \$500 max for event). Please describe why the business purpose cannot be accomplished within the allowable per person rates:

Account number(s) to be charged for expenses: L- \_\_\_\_\_ Fund Type(s): \_\_\_\_\_

### Approvals:

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

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Business Operations Center approval: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**                       **DISAPPROVED**

**ANR Controller:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Jake McGuire