

Event Information:

Type of Entertainment: *(check applicable boxes)*

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|--------------------------|
| Breakfast |
| Lunch |
| Dinner |
| Light Refreshments |
| Other: (please describe) |

Event Description: *(check applicable boxes)*

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| Cooperative Extension Public Education Meeting |
| Search/Interview Committee |
| 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 Aggie Expense or Check Request-Entertainment Reference Document #

Pre-approval 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), please attach permit

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:

County/Admin/Prog/Unit:

Originating Reference Doc #

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)

Director: _____
(date)

APPROVED **DISAPPROVED**

| |
|------------------------------------|
| BOC Director Review (as needed) |
| _____ |
| Initials |

Controller/AVP Business Operations (date)

*Complete form, print, sign, & forward to the BOC to initiate approval from the ANR Controller/AVP Business Operations. Approved form will be returned to originating Requestor to be included with Aggie Expense Report or with the Check Request Entertainment Vendor Payment. *See Page 2 for UC ANR Morale Building Guidelines*

Morale-Building Events:

Morale-building events include employee recognition receptions, annual academic/staff picnics, new employee receptions, and holiday gatherings.

UC ANR funds may pay for or reimburse costs for meals or light refreshments associated with official employee morale building and appreciation activities that serve a University business purpose. In keeping with UC wide policy, use of ANR funds is limited to \$22 per person for light refreshments. Morale-building events funded by ANR should be held on ANR property. Pre-approval for morale-building events is still required.

We expect all directors and managers to exercise good judgment about individual and cumulative expenditures related to these activities and programs. These restrictions for morale-building events apply to all ANR funds, regardless of fund type or source. These restrictions do not expire. We will continue to examine all uses of ANR funds, existing policies and procedures, and our current activities.