

## APPROVAL REQUEST FOR ADDITIONAL/ EXCEPTIONAL ENTERTAINMENT

## **Event Information:**

Type of Entertainment: (check applicable boxes)	Event Description: (check applicable boxes)			
Breakfast	Cooperative Extension Public Education Meeting			
Lunch	Search/Interview Committee for UCCE Position			
Dinner	Faculty/Staff meeting – (light refreshments only)			
Light Refreshments	Administrative meeting directly concerned with the welfare of the	University		
Buffet Reception	Meals are an integral part of the business meeting and not for per	rsonal		
Other: (please describe)	convenience.			
Date of Event: Busines	s Purpose:			
Number of Attendees: Name/I	Description of Event & Audience:			
Amount: Accour	t Number:			
f available, please include the AggieTravel or WFA Check Request-Entertainment Task #  Pre-approval by UC ANR Controller for the following exceptional entertainment event is requested:				
			Event is for morale-building or recogni	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 pe	Event will exceed the allowable per person amount as established by UC policy			
Dravide an evaluation for the eventions	L requests			
Provide an explanation for the exceptiona	request.			
Date:	Originating Department:			
Originating County Reference Doc #	Preparer Name:			
Document # Number of pages attached:	Email Address:			
Approvals:				
I certify that the above is a true stateme	nt of the facts which justify the planned exceptional entertainment expe	nses.		
Host:	Director:			
	(date)	(date)		
$\Box$ APPROVED $\Box$ DISA	PPROVED			
AND Controller				
ANR Controller:				

Complete form, print, sign, & forward to the BOC 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 WFA Check Request Entertainment Vendor Payment.