

Entertainment Certification Form

Business Purpose:

Event Information

Date	Event Type/Description	Vendor Information/Location	Amount
			\$
			\$
			\$
			\$

BFS Chartstring Distribution:

BU	Account	Fund	Department	Program Code	CF1	CF2	Amount
							\$
							\$
							\$

Type of Expense:

- Business Meeting Hospitality
- Prospective Donors, Employees, & Student Appointees
- Visitors, Guests, & Volunteers
- Meals Provided to Students
- Other _____

Type of Meal:

- Light refreshments (LR)
- Breakfast
- Lunch
- Dinner
- Alcohol Served

Other Expenses:

Facility/Room Rental: \$ _____
 Equipment Rental: \$ _____
 Supplies/Other: \$ _____
 AV: \$ _____

Meal Per Person Limits (Food, Beverage, Services, Tax Only):

	100%	150%	200%
LR	\$19	\$28	\$38
Breakfast	\$27	\$40	\$54
Lunch	\$47	\$70	\$94
Dinner	\$81	\$121	\$162

Required:

Total Meal Cost: \$ _____
 No. of Attendees: _____
 Cost per Person: \$ _____

Exceptional Expense:

- Spouse/Partners or Dean in Attendance
- Employee Morale Building Activity
- Meal Exceeds Per Person Limit (50%)
- Meal Exceeds Per Person Limit (50% plus)
- Other _____
- University Business Purpose for Exception is Attached

"I hereby certify that the above is a true statement of expenses incurred by me, or with my approval of the use of my Event Credit Card, within the regulations of the University of California and that such entertainment/administrative event was relative to official University business."

Preparer/Card Holder Name: _____ Signature: _____ Date: _____

Host/COA Approver Name: _____ Signature _____ Date: _____

Exceptional Approval: _____ Date: _____ Exceptional Approval: _____ Date: _____

Shivani Bhatia
Assistant Dean, Finance & Budget

Erwin Chemerinsky
Dean, UC Berkeley School of Law