

Entertainment Certification Form

Business Purpose:

Event Information:

| Date | Event Type/Description | Vendor Info./Location | Amount |
|------|------------------------|-----------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

BFS Chartstring Distribution:

| BU | Account | Fund | Dept. ID | Program Code | CF1 | CF2 | Amount |
|----|---------|------|----------|--------------|-----|-----|--------|
| 1 | | | | | | | |
| 1 | | | | | | | |

Total: _____

Entertainment:

| <p>Type of Expense:</p> <p><input type="checkbox"/> Business Meeting Hospitality</p> <p><input type="checkbox"/> Prospective Donors, Employees, & Student Appointees</p> <p><input type="checkbox"/> Visitors, Guests, & Volunteers</p> <p><input type="checkbox"/> Meals Provided to Students</p> <p><input type="checkbox"/> Other _____</p> | <p>Meal Per Person Limits:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>100%</th> <th>150%*</th> <th>200%*</th> </tr> </thead> <tbody> <tr><td>LR</td><td>\$19</td><td>\$28</td><td>\$38</td></tr> <tr><td>Breakfast</td><td>\$27</td><td>\$40</td><td>\$54</td></tr> <tr><td>Lunch</td><td>\$47</td><td>\$70</td><td>\$94</td></tr> <tr><td>Dinner</td><td>\$81</td><td>\$121</td><td>\$162</td></tr> </tbody> </table> <p><small>*Please contact Business Services, requires Pre-Approval from EVCP</small></p> | | 100% | 150%* | 200%* | LR | \$19 | \$28 | \$38 | Breakfast | \$27 | \$40 | \$54 | Lunch | \$47 | \$70 | \$94 | Dinner | \$81 | \$121 | \$162 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|-------|----|------|------|------|-----------|------|------|------|-------|------|------|------|--------|------|-------|-------|
| | 100% | 150%* | 200%* | | | | | | | | | | | | | | | | | | |
| LR | \$19 | \$28 | \$38 | | | | | | | | | | | | | | | | | | |
| Breakfast | \$27 | \$40 | \$54 | | | | | | | | | | | | | | | | | | |
| Lunch | \$47 | \$70 | \$94 | | | | | | | | | | | | | | | | | | |
| Dinner | \$81 | \$121 | \$162 | | | | | | | | | | | | | | | | | | |
| <p>Type of Meal:</p> <p><input type="checkbox"/> Light refreshments (LR)</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Alcohol Served</p> | <p>Exceptional Expense:</p> <p><input type="checkbox"/> Spouse/Partners or Dean in Attendance</p> <p><input type="checkbox"/> Employee Morale Building Activity</p> <p><input type="checkbox"/> Meal Exceeds Per Person Limit (50%)</p> <p><input type="checkbox"/> Meal Exceeds Per Person Limit (50% plus)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> University Business Purpose for Exception is Attached</p> | | | | | | | | | | | | | | | | | | | | |
| No. of Attendees: _____ | Cost Per Person: _____ | | | | | | | | | | | | | | | | | | | | |

"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."

COA Appr/Host: _____ Date: _____ Host: _____ Date: _____

Name and Title: _____ Name and Title: _____

Exceptional Approval:

 Shivani Bhatia date
 Assistant Dean, Finance & Budget

 Erwin Chemerinsky date
 Dean, Berkeley School of Law