

**Entertainment Certification Form**

<https://controller.berkeley.edu/financial-operations/entertainment/understand-policy>

**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><b>Type of Expense:</b></p> <p><input type="checkbox"/> Business Meeting Hospitality</p> <p><input type="checkbox"/> Prospective Donors, Employees, &amp; Student Appointees</p> <p><input type="checkbox"/> Visitors, Guests, &amp; Volunteers</p> <p><input type="checkbox"/> Meals Provided to Students</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Meal Per Person Limits:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">100%</th> <th style="text-align: center;">150%*</th> <th style="text-align: center;">200%*</th> </tr> </thead> <tbody> <tr> <td>LR</td> <td style="text-align: center;">\$22</td> <td style="text-align: center;">\$33</td> <td style="text-align: center;">\$44</td> </tr> <tr> <td>Breakfast</td> <td style="text-align: center;">\$31</td> <td style="text-align: center;">\$46</td> <td style="text-align: center;">\$62</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$54</td> <td style="text-align: center;">\$81</td> <td style="text-align: center;">\$108</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$94</td> <td style="text-align: center;">\$141</td> <td style="text-align: center;">\$188</td> </tr> </tbody> </table> <p><small>*Please contact Business Services, requires Pre-Approval from EVCP</small></p>		100%	150%*	200%*	LR	\$22	\$33	\$44	Breakfast	\$31	\$46	\$62	Lunch	\$54	\$81	\$108	Dinner	\$94	\$141	\$188
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Lunch	\$54	\$81	\$108																		
Dinner	\$94	\$141	\$188																		

  

<p><b>Type of Meal:</b></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><b>Exceptional Expense:</b></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>
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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

**GUEST LIST**

Event: \_\_\_\_\_

First & Last Name	Title	Occupation / Affiliation
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