

Entertainment Certification Form

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

Business Purpose:

Event Information:

Date	Event Type/Description	Vendor Info./Location	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

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 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;">\$54</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;">\$162</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	\$54	Lunch	\$54	\$81	\$108	Dinner	\$94	\$141	\$162
	100%	150%*	200%*																		
LR	\$22	\$33	\$44																		
Breakfast	\$31	\$46	\$54																		
Lunch	\$54	\$81	\$108																		
Dinner	\$94	\$141	\$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>
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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."

Event Coordinator or EPC Holder: _____ Date: _____

An official host is a University employee or other individual who is the University's representative at an official business meeting, entertainment event, or other activity. The individual arranging an event (e.g., making hotel arrangements, ordering food, etc.) is not the host unless he or she is physically present at the event and acting in a capacity as the official host."

Official Host: _____ Date: _____

Chartstring Distribution

To be completed by Department Manager(s) or COA Owner(s). If your group is working with another unit for co-sponsorship of the event, please secure the group's department manager or COA approver's signature:

Account	Fund	Dept. ID	PC	CF1	CF2	Amount	Chartstring Manager Signature: <small>Co-sponsored events require the collaborating manager's approval for use of their COA</small>
						\$	
						\$	
						\$	

Exceptional Approval:

Shivani Bhatia
Assistant Dean, Finance & Budget

date

Erwin Chemerinsky
Dean, Berkeley School of Law

date

GUEST LIST

Event: _____

First & Last Name	Title	Occupation / Affiliation
1		
2		
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