

**Student Organization
 Entertainment Request Form**

INSTRUCTIONS:

1. This form is for Entertainment reimbursement requests that include food/beverage purchased for student events as well entertainment supplies such as cutlery, decor, programs etc.
2. Complete the **Student Information** section.
3. Include an **itemized receipt** that displays payment method with the last four digits of the card used. Receipts should be submitted no more than 10 days from purchase date.
4. Include a guest list of those in attendance at the event or an event flyer that indicates the event was open to all students.
5. More information can be found at the link: <https://www.law.berkeley.edu/business-services/paying-students/student-group-reimbursements/student-entertainment-reimbursement/>

Student Information Required for All Entertainment Reimbursements	
From whom are you requesting funds Check one:	<input type="checkbox"/> Student Association at Berkeley Law (SABL) <input type="checkbox"/> Alumni Student Group Funds
Name of Student Group or Journal:	

Payee Information			
Name:		Student ID Number:	
Email:		Phone Number:	

ENTERTAINMENT – Complete this section if you are requesting funds for catering, restaurant food, and/or groceries. *This type of reimbursement requires you attach: an itemized receipt, a guest list from the purchaser detailing the purchases. *Alcohol is not a reimbursable expense.				
Event name:				
Event Date:				
Business purpose: <i>Please provide statement on how event benefits Berkeley Law</i>				
Event location:	<input type="checkbox"/> Campus	<input type="checkbox"/> City of Berkeley	<input type="checkbox"/> Other:	
Guest List:	<input type="checkbox"/> Open to all Students or # _____ Attendants. Please attach Guest List & their Affiliations			
Meal type, Check one:	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Light refreshments
Total Cost of Food Purchased : \$				
Enter Other expenses for the Event e.g. cutlery, napkins, cups, programs, etc. and enter amount \$ separate food cost from party /event supplies.			Total Amount Requested (Food + supplies)	\$

GUEST LIST

Event: _____

First & Last Name	Title	Occupation / Affiliation
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