# Student Organization <br> 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 <br> Check one: | Student Association at Berkeley Law (SABL) <br> Alumni Student Group Funds |
| :--- | :--- |
| Name of Student Group or Journal: |  |


| Payee Information |  |  |  |
| :--- | :--- | :--- | :--- |
| Name: |  | Student ID <br> Number: |  |
| Email: |  | Phone <br> 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: <br> Please provide statement on how event benefits Berkeley Law |  |  |  |  |  |
| Event location: | $\square$ Campus | City of Berkeley | $\square$ Othe |  |  |
| Guest List: <br> Meal type, Check one: | - Open to all Students or \#___ Attendants. Please attach Guest List \& their Affiliations |  |  |  |  |
|  | Breakfast | $\square$ Lunch | $\square$ Dinner | $\square \mathrm{Li}$ | ht 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 <br> Requested <br> (Food + <br> supplies) | \$ |

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Berkeley, CA 94720-7200
lawstudentreimb@law.berkeley.edu

| Payee's Certification Statement (required): |
| :--- |
| I certify that the above is true statement, that the expenses claimed were incurred by me on official University business on the dates <br> shown, and that I have attached original receipts for each expense of as required by University policy. <br> Signature: <br>  |


| Student Group or Journal Officer Signature of Approval |  |  |  |
| :--- | :--- | :--- | :--- |
| Name: |  | Email: |  |
| Signature: |  | Officer <br> Title : |  |
|  |  |  |  |


| APPROVAL - Office Use Only |  |  |  |
| :--- | :--- | :---: | :---: |
| $\square$ Student Assoc. at Berkley Law (SABL) |  |  | $\square$ Alumni Student Group Funds |
| Name: |  |  |  |
| Approval Signature: |  |  |  |
|  |  |  |  |
| Amount Approved: | $\$$ |  |  |


| CHARTSTRING - Office Use Only (Please enter distribution amount if more than one chartstring is to be applied to reimbursement) |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Account | Fund | Department | Program Code | Chartfield 1 | Chartfield 2 | Amount \$ |  |
|  |  |  |  |  |  | $\$$ |  |
|  |  |  |  |  |  | $\$$ |  |

## Exceptional Approval:

| First \& Last Name | Title | Occupation / Affiliation |
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