Berkeley Law

Business Services
Law Building Room 224
Berkeley, CA 94720-7200
inquiries@law.berkeley.edu

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:

Type of Expense:

- ☐ Business Meeting Hospitality
- ☐ Prospective Donors, Employees, & Student Appointees
- ☐ Visitors, Guests, & Volunteers
- ☐ Meals Provided to Students
- ☐ Other _____

Type of Meal:

- ☐ Light refreshments (LR)
- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Alcohol Served

No. of Attendees: _____

Meal Per Person Limits:

	100%	110%*
LR	$24	$26.40
Breakfast	$34	$37.40
Lunch	$59	$64.90
Dinner	$103	$113.30

*Please contact Business Services

Exceptional Expense:

- ☐ Spouse/Partners or Dean in Attendance
- ☐ Employee Morale Building Activity
- ☐ Meal Exceeds Per Person Limit (10%)
- ☐ Other _____
- ☐ University Business Purpose for Exception is Attached

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:_____

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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:*** *Co-sponsored events require the collaborating manager's approval for use of their*
						$	
						$	
						$	

Exceptional Approval:

Shivani Bhatia date
Assistant Dean of Finance & CFO

Erwin Chemerinsky date
Dean of Berkeley Law

GUEST LIST Event: _____

First & Last Name	Title/Occupation	University/Organization/ Business Affiliation
1		
2		
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