

Blanket Prior Approval Request: Business Meeting & Entertainment

USE THIS FORM TO OBTAIN BLANKET APPROVAL FOR EVENTS THAT OCCUR MORE THAN ONCE AND/OR REQUIRE MORE THAN ONE PAYMENT REQUEST. DESCRIBE THE MULTIPLE NATURE OF THE EVENT ON THIS FORM AND SUBMIT IT TO THE APPROPRIATE APPROVERS.

ATTACH A COPY OF THIS SIGNED APPROVAL TO EACH PAYMENT REQUEST FOR EACH OCCURRENCE.

IF YOU WISH TO TRACK A MULTIPLE PAYMENT/OCCURRENCE EVENT USING A UNIQUE EVENT CONTROL NUMBER, PLEASE INDICATE THAT NUMBER BELOW (FIVE CHARACTERS MAXIMUM).

DEPARTMENT NAME & MAIL CODE Electrical & Computer Engr. 9560		DATE REQUESTED	CODE EN	AMOUNT NOT TO EXCEED \$					
NAME OF BUDGET TO BE CHARGED			PREPARED BY	EXT.	Vendor ID				
L	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	TX

>>RETAIN APPROVED ORIGINAL. ATTACH COPY TO EACH PAYMENT REQUEST<<

Approval requested for: one time event, multiple occurrence/payment event, and/or, cash advance

ALLOWABLE EXPENSES (OCCASIONS/EVENTS)

1. **Entertainment-related expenditures:**
 - a. University employee on travel status -- STOP, must use Travel Expense Voucher.
 - b. Prospective donors, employees and student appointees
 - c. Visitors, guests and volunteers
 - d. **EXCEPTION (Dean's prior appr.):** Spouse/partner of a University guest or University host (attach agenda or invitation)
 - e. **EXCEPTION (Dean's prior appr.):** Cash contribution included in a fundraiser fee (see VIII.B. for additional documentation requirements)
 - f. **EXCEPTION (Dean's prior appr.):** Admission tickets
 - g. **EXCEPTION (Dean's prior appr.):** Expenses that exceed the per-person maximum rates by: _____
2. Business meeting hospitality
3. **EXCEPTION (Dean's prior appr.):** Employee morale-building activities
4. On-the-job meals
5. Meals provided to students

LOCAL EXCEPTIONS (Chair's approval) Alcoholic Beverage Expense, Request Retroactive Approval Other _____

TYPE OF EXPENSE: Breakfast, Lunch, Dinner, Light refreshments, Other: _____

Number of **PARTICIPANTS:** _____ List names, titles, occupations or group affiliations relevant to business related purpose:

DATE(S) & LOCATION(S) of the event: _____

Business-related **NATURE** of the occasion or **PURPOSE** of the event (Include **JUSTIFICATION** statement):

Attach original receipts, applicable list, approval, contract, PO, tax forms

▼ See Appendix B for Host & exception signature requirements ▼

APPROVER WITH ONLY BUDGET AUTHORITY-- Optional only if approving disbursement under a pre-authorized, attached document.

APPROVER WITH DELEGATION TO AUTHORIZE ENTERTAINMENT EXPENSE

Department head, other equivalent or higher approving authority must be supervisor, or higher classification, of person claiming the expenditures. Also no one can approve his/her own expenses.

I certify the these entertainment/hospitality expenses were incurred for an official University business purpose and they comply with University policy and fund source restrictions.

Signature _____ Date _____

Print (or type) name, title, department _____

OFFICIAL HOST/DESIGNATED EMPLOYEE:

Print (or type) name, title, department _____

HOST SIGNS & CERTIFIES REQUEST(S) WHEN ACTUAL EXPENSES ARE SUBMITTED

APPROVER WITH DELEGATION TO AUTHORIZE EXCEPTIONAL ENTERTAINMENT EXPENSE -- **Dean, College of Engineering**

Signature _____ Date _____

Print (or type) name, title, department _____