

EN	Event #	Req. #	Expenditures for Business Meetings, Entertainment, and Other Occasions				Event date
Guest or group			Event				
▼ Approvals Required & Event Types ► See Appendix B of BFB BUS-79 1. All Types —Approving Authority must blanket authorize (this form) or approve all expense disbursements (invoices or Payment Requests) 2. CAPS —Official Host certification also required 3. UNDERLINE —all the above plus Additional Approval by High Level Designee are required			<input type="checkbox"/> Business Meetings —use TEV on travel status <input type="checkbox"/> Programmatic Activities —students, volunteers <input type="checkbox"/> RECRUITMENT —including student athletes <input type="checkbox"/> EMPLOYEE MORALE-BUILDING ACTIVITIES <input type="checkbox"/> On-the-Job Meals —for convenience of UCSB <input type="checkbox"/> ENTERTAINMENT —prospective donors			<input type="checkbox"/> ENTERTAINMENT —social but w/ underlying business purpose <input type="checkbox"/> ENTERTAINMENT —exceeding per person rates of Appendix A <input type="checkbox"/> ENTERTAINMENT —tickets <input type="checkbox"/> ENTERTAINMENT —spouse, partner <input type="checkbox"/> ENTERTAINMENT —includes cash donation / contribution	
CAMPUS CONTACT	Department Name	Mail Cd	Prepared by	Extn	Date prepared	Budget name	

UNIVERSITY OF CALIFORNIA SANTA BARBARA – ACCOUNTING SERVICES & CONTROLS – ACCOUNTS PAYABLE, MAIL CODE 2040

Blanket EVENT AUTHORIZATION by Approving Authority				F5ENB-05/2009
► Use ORIGINAL to obtain blanket authorization for an event that has more than one occurrence (f. ex. continuing programmatic activity) or requires more than one disbursement (f. ex. catering invoices and reimbursements). ► Attach COPIES of this signed authorization to each vendor invoice or Payment Request. ► Obtain approval to disburse and any Host certification required on this copy or on the attached invoice or Payment Request				
Date copy submitted for disbursement	Vendor (per attached invoice) or Payee (per attached Payment Request)	Type of authorized event expense submitted	Cost per person or total costs exceeded? If YES, attach reauthorization	Amount of attached invoice or Payment Request

Some services (catering, hotels, etc.) require contracts all of which must FIRST be either executed or approved by Business Services or Purchasing—no exceptions									
Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	TX
▶									
▶									
▶									
DESCRIPTION, business purpose ▼							▲ Attach Multiple Distribution Coding Block if needed		
Type of expense: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Light refreshments <input type="checkbox"/> Other _____									
Number of Participants: _____ List names, titles, occupations or group affiliations establishing business-related relationships: _____									
Date and location of the event: _____									
Business related nature of the occasion or purpose of the event _____									
Cost per person: _____ Justification of any exceptional expenditures, including exceeding Appendix A limits: _____									
<input type="checkbox"/> Local exceptions per attached documentation ► Exceeding 200% of limits requires Chancellor approval.					► Unallowable expenditures are not reimbursable. ▼ See Appendix B, Approval of Expenditures, page 23 of BFB BUS-79 ▼				

<p style="color: red; font-size: large;">TOTAL SPEND AUTHORIZED</p> <p style="color: red; font-size: large;">Amount not to exceed: \$ _____</p> <p style="color: red; font-size: small;">I sign as the Approving Authority, an individual who has been delegated written authority to approve expenditures for meals, light refreshments, and other amenities described within BFB BUS-79.</p> <p style="color: red; font-size: small;">I authorize the above entertainment/hospitality expenses to be incurred for an official University business purpose in compliance with University policy and fund source allowability.</p> <p style="color: red; font-size: small;">I further authorize an approver with signature authority over the above budget(s) to approve disbursement of expenses incurred for this event, under this authority, by attaching a copy of this signed authorization to every invoice and Payment Request.</p> <p style="color: red; font-size: small;">_____ Signature</p> <p style="color: red; font-size: small;">_____ Date</p> <p style="color: red; font-size: small;">_____ Print name and title</p>	<p>I sign this copy as the Approver to disburse the attached expense, acting within the Approving Authority's blanket authorization for this event.</p> <p>_____ Signature</p> <p>_____ Date</p> <p>_____ Print name and title</p> <p>OFFICIAL HOST: I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose.</p> <p>_____ Signature</p> <p>_____ Date</p> <p>_____ Print name and title</p> <p style="color: red; font-size: small;">ADDITIONAL APPROVAL BY HIGH LEVEL DESIGNEE—Chancellor or his designee. State funds cannot be used.</p> <p>_____ Signature</p> <p>_____ Date</p> <p>_____ Print name and title</p>
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Submit ORIGINAL form to Accounting — Attach original receipts. For vendor enclosures such as contracts, agreements or orders, enclose both the original and a file copy for image archiving	RETENTION: Accounting: 5 years PLUS Federal contract requirements
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