Team 2 Entertainment Event Payments – Standard Process (for Deposits Or Final Payments To Vendors & Suppliers)

**Before Event**

- **Requester**
  - Prepares Required Documentation For Request And Negotiates Contract; Submits Via Intranet

- **Research Group/Account Administrator**
  - Reviews Request Submission for Exceptions and Advises Funding Availability
  - Required Documentation
    - ENT Request Form
    - Cost Breakdown by Meal Type
    - Event Invitation
    - Guest List
    - Contract
  - Entertainment Exception Review
    - Do costs exceed maximum rates?*
    - Is this a(n)
      - Cash award for staff or non-staff >$75?
      - Ticket to entertainment or sporting events?
      - Purchase of flowers?
      - Employee morale-building activities?
      - Entertainment of the spouse or partner of a guest of the official host?

- **Purchasing**
  - Completes BearBuy Org Node Approval
  - Creates BearBuy PO & Forwards Contract & Documents To Central T&E

- **Team 2 Travel/Entertainment Reimbursements**
  - Requires Documentation
    - ENT Request Form
    - Cost Breakdown by Meal Type
    - Event Invitation
    - Guest List
  - Standard Meal Cost / person
    - Breakfast $26
    - Lunch $45
    - Dinner $78
    - Refreshment $18
    - Cost per person includes food, beverage tax tip and service fees; excludes room/equipment rental

- **Central Travel/Entertainment**
  - Approves Hotel Contract, Creates ENT Voucher
  - Completes BearBuy Voucher Approval
  - Processes Payment
  - Deposit Check And/Or Final Payment Sent To Vendor

*Standard Meal Cost / person