

# Entertainment Pre-Approval Request Form

UNIVERSITY OF CALIFORNIA, BERKLEY: COLLEGE OF ENGINEERING: OFFICE OF THE DEAN

**When planning an entertainment event, the host must acquire advance approval from Dean on all exceptional entertainment. Failure to get necessary preapproval may result in UC refusing to pay. In that case, either the vendor or the host may have to personally cover the cost.**

## I. Requesting Exception for:

Check all **exceptional circumstances** that apply.

Entertainment costs of a the **spouse/partner/family of a university guest or the official host**

Estimated **per-person maximum is exceeded** (not to exceed 150% of maximum)

### Employee morale-building activity:

Employee retirement/separation (at least 5 years of service)

Employee recognition reception or teambuilding event

Faculty/Staff picnic or holiday gatherings

Other - please indicate:

**Tickets** for entertainment or sporting events

## II. Justification for Exception

- Explain why higher costs were **unavoidable and necessary** to achieve the UC Berkeley business purpose (meal overages only) -**or-**
- Explain why spouse/partner/family presences serves a bona fide University purpose -**or-**
- Explain how the nature of the event support University business purpose

**\*\*\*Please provide memo attached with justification substantiating reason for exception\*\*\***

## III. Event Details

|  |  |   |        |
|--|--|---|--------|
| a. Date(s) of Event  |  | b. Event Location                       |        |
| c. Vendor/Payee  |  | d. Will alcohol be served?              | YES NO |
| e. Official Host   |  | f. Department/Faculty Sponsor           |        |
| g. Est. Number of Attendees<br><i>attach list of participants with affiliation, if available</i> |  | h. Will all attendees be UCB employees? | YES NO |
| i. Event Business Purpose  |  |   |        |

## IV. Event Costs

|   |                           |   |                                   |
|---|---------------------------|---|-----------------------------------|
| a. Estimated Total Event Cost<br><i>attach an itemized quote, if available</i>  | \$ _____                  |   |                                   |
| b. <u>Estimated Cost Per Person by Meal Type</u>  | \$ _____ Breakfast (\$34) | \$ _____ Dinner (\$103)   | \$ _____ Light Refreshment (\$24) |
| c. Does the estimated per person cost <b>exceed</b> the UC allowable limits?  | YES                       | d. Percentage over maximum<br><i>Answer if question 4.c. is "YES"</i> | Breakfast _____% of max           |
|   | NO                        |   | Lunch _____% of max               |
| <i>NOTE: Dean will not approve any meals exceeding 150% of maximum. For assistance in calculating the per person cost and % of maximum, please use the <a href="#">Meal Per Person Cost Calculator Template</a></i> |                           |   |                                   |

## V. Certification

### Host Certification:

As the official host of this event, I have determined the following:

- The planned expenditure serves a clear and necessary business purpose of benefit to the University;
- The planned expenditure of funds is reasonable, cost effective, and in accordance with the best use of University-administered funds;
- Funds are available and the planned expenditure is allowable under the specified fund source, and
- Any alternatives that would be equally effective in accomplishing the desired objectives were considered.

Host Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VI. Authorization

**Forwarded with Concurrence:** \_\_\_\_\_  
ERSO Executive or Deputy Director

**APPROVED:** \_\_\_\_\_  
Dean, College of Engineering

Date: \_\_\_\_\_

Please send completed form with support documents to [ersotravelhelp@erso.berkeley.edu](mailto:ersotravelhelp@erso.berkeley.edu); ERSO will route to Dean and notify requester once completed.