

Prior & Exceptional Approval Worksheet for Entertainment

Form U5-8EW(12/99)

Use if your Control Point requires prior approval of Entertainment Expenses. Use to document BUS-79 Exceptional Expenses and any Control Point enforced restrictions. Attach to Request for Payment (Form U5-8E).

TO: _____
Chair or Dean Department or College

EVENT: _____
Type, nature, purpose and date(s) (attach participant list with affiliations and other backup documentation)

Name of host	Department	Number persons	Total amount
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This request for approval includes the following exceptional entertainment expenses:

- () Expenses that exceed the per-person maximum rates (BUS 79, Appendix A) ^{1,2}. _____
- () Entertainment of the spouse (or equivalent) of a host or a guest (BUS-79) ¹. _____
- () Tickets to entertainment or sporting events (BUS-79) ¹. _____
- () Faculty or staff picnics or holiday parties (BUS-79) ^{1,3}. _____
- () Purchase of alcohol (Control Point) ⁴. _____
- () Request retroactive approval (Control Point). _____
- () Expense in excess of limit delegated to department chairperson (Control Point). _____
- () Other exceptions: _____

Budget name for regular expenses	Account	Total regular expense
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Exceptional expenses (BUS-79 and alcohol)	Account	Total exceptional exp.
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JUSTIFICATION for exceptional entertainment expense: for example, why higher costs were unavoidable and necessary to achieve a University business purpose:

Prepared by _____ Extension: _____ Department: _____

Signatures: _____
Department Chairperson Principal Investigator, if required* Date

*For expenditures of extramural funds, signature of the Principal Investigator (or designee) assures that 1) the expenditure is consistent with the terms of the contract/grant and 2) sufficient funds are available.

CONTROL POINT RESPONSE: () APPROVED () NOT APPROVED

Date:

Signature granting prior approval and/or exceptional expense approval

¹ Exceptional expenses under BUS 79 cannot be paid with State or Federal funds.

² Rates include taxes and service. Rates do not include the rental of meeting or conference facilities, which may be charged as an additional expense.

³ The following type events are disallowed under BUS-79 and cannot be approved as exceptional entertainment expense: employee birthdays, weddings, anniversaries, farewell gatherings (other than retirement), Secretary's Day, etc.

⁴ Alcohol, flowers and tobacco can only be charged to non-state and non-federal fund sources that specifically allow such charges, subject to exceptional approval where required by Control Point.