

## ERSO ENTERTAINMENT REIMBURSEMENT OR VENDOR PAYMENT REQUEST

"Entertainment" means expenditures for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures) incurred in connection with events that are primarily social or recreational activities in support of the University's mission. **Form and receipts must be submitted within 45 days of expenditure (14-day to submit to Intranet)**

### PAYEE INFO

<b>Select One:</b>	<b>Vendor Payment Request</b>	<b>Reimbursement Request (to individual)</b>
<b>Payee Name:</b> <small>Individual or Vendor Name</small>	_____	<b>UCB Employee or Student ID:</b> <small>(if applicable)</small>
<b>Payee Address:</b>	_____	
<b>Payee Email:</b>	_____	

### EVENT INFO

<b>EVENT TYPE</b> <i>Please select one:</i>	57233 University employee on travel status 57002 Meals provided to students 57004 Business Mtg Hospitality - Technical 57005 Business Mtg Hospitality - Non-Technical Details on Event Type account codes: <a href="https://controller.berkeley.edu/financial-operations/entertainment/entertainment-account-codes">https://controller.berkeley.edu/financial-operations/entertainment/entertainment-account-codes</a>	57006 Visitors, Guests and Volunteers 57006 Prospective donors, employees, & students 57007 Employee morale (as an exception)
<b>Event Business Purpose (specific):</b>	_____	

EVENT LOCATION:	*EVENT DATE:	Number of Attendees:	Total Amount:	Cost Per Person <small>(auto calculate)</small>	Meal Type	Campus Meal Limits	
					Breakfast	\$28.00	
<a href="#">* For multiple day or meal events (on one invoice), use Meal Per Person Cost Calculator and submit with request.</a>						Lunch	\$49.00
Does this Entertainment Request include alcohol?:				YES	NO	Dinner	\$85.00
Are there other expenses related to this event paid by others or payable to a Vendor?				YES	NO	Light Refreshment	\$20.00
If <b>YES</b> please provide the Intranet or BearBuy request IDs# and total amount:				_____			

### Attendee List

Provide a guest list containing the name and title of participants, and their occupation or group affiliation, in order to establish the business-related relationship to the University. If it is impractical to list each guest based on the open nature of the event, the documentation need not include individual names and titles.

List Participants and Affiliation -or- Open Invitation (attach announcement) and list host below to indicate they were present.

	Name	Occupation/Affiliation		Name	Occupation/Affiliation
1		Host (must be in attendance)	11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

### Host Certification

"I hereby certify that the above is a true statement of department expenses and that such entertainment/event is relative to official University business. These expenses are within the regulations of the University of California."

Official Host's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_ Official Host Name: \_\_\_\_\_  
(auto fill from attendee list)

\*Note: If submitting to ERSO Intranet and the Requester or the Approver is the Host, physical signature on the form is not required.

### For Departmental Use Only (optional)

Authorizing Name & Title (Print): \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Name & Title (Print): \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exceptional Approval Name & Title: \_\_\_\_\_ Exceptional Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Account	Fund	Dept ID	Program	CF1	CF2	% or Amount	Fund Desc.
C								
O								
A								