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 Inranet)

PAYEE INFO

Select One: **Vendor Payment Request**   **Reimbursement Request (to individual)**

Payee Name: **UCB Employee or Student ID:**
Individual or Vendor Name   (if applicable)

Payee Address:

Payee Email:

EVENT INFO

EVENT TYPE
Please select one:

57233 University employee on travel status	57006 Visitors, Guests and Volunteers
57002 Meals provided to students	57006 Prospective donors, employees, & students
57004 Business Mtg Hospitality - Technical	57007 Employee morale (as an exception)
57005 Business Mtg Hospitality - Non-Technical	

Details on Event Type account codes: https://controller.berkeley.edu/financial-operations/entertainment/entertainment-account-codes

Event Business Purpose (specific):

EVENT LOCATION:	*EVENT DATE:	Number of Attendees:	Total Amount:	Cost Per Person (auto calculate)	Meal Type	Campus Meal Limits
					Breakfast	$31.00
					Lunch	$54.00
					Dinner	$94.00
					Light Refreshment	$22.00

*For multiple day or meal events (on one invoice), use Meal Per Person Cost Calculator and submit with request.

Does this Entertainment Request include alcohol?:   YES   NO

Are there other expenses related to this event paid by others or payable to a Vendor?   YES   NO

If **YES** 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: _____

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