

**Entertainment Certification Form**

<https://controller.berkeley.edu/financial-operations/entertainment/understand-policy>

**Business Purpose:**

**Event Information:**

Date	Event Type/Description	Vendor Info./Location	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

**Total:** \_\_\_\_\_

**Entertainment:**

<p><b>Type of Expense:</b></p> <p><input type="checkbox"/> Business Meeting Hospitality</p> <p><input type="checkbox"/> Prospective Donors, Employees, &amp; Student Appointees</p> <p><input type="checkbox"/> Visitors, Guests, &amp; Volunteers</p> <p><input type="checkbox"/> Meals Provided to Students</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Meal Per Person Limits:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">100%</th> <th style="text-align: center;">150%*</th> <th style="text-align: center;">200%*</th> </tr> </thead> <tbody> <tr> <td>LR</td> <td style="text-align: center;">\$22</td> <td style="text-align: center;">\$33</td> <td style="text-align: center;">\$44</td> </tr> <tr> <td>Breakfast</td> <td style="text-align: center;">\$31</td> <td style="text-align: center;">\$46</td> <td style="text-align: center;">\$54</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$54</td> <td style="text-align: center;">\$81</td> <td style="text-align: center;">\$108</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$94</td> <td style="text-align: center;">\$141</td> <td style="text-align: center;">\$162</td> </tr> </tbody> </table> <p><small>*Please contact Business Services, requires Pre-Approval from EVCP</small></p> <p><b>Exceptional Expense:</b></p> <p><input type="checkbox"/> Spouse/Partners or Dean in Attendance</p> <p><input type="checkbox"/> Employee Morale Building Activity</p> <p><input type="checkbox"/> Meal Exceeds Per Person Limit (50%)</p> <p><input type="checkbox"/> Meal Exceeds Per Person Limit (50% plus)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> University Business Purpose for Exception is Attached</p>		100%	150%*	200%*	LR	\$22	\$33	\$44	Breakfast	\$31	\$46	\$54	Lunch	\$54	\$81	\$108	Dinner	\$94	\$141	\$162
	100%	150%*	200%*																		
LR	\$22	\$33	\$44																		
Breakfast	\$31	\$46	\$54																		
Lunch	\$54	\$81	\$108																		
Dinner	\$94	\$141	\$162																		
<p><b>Type of Meal:</b></p> <p><input type="checkbox"/> Light refreshments (LR)</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Alcohol Served</p>	<p>No. of Attendees: _____</p> <p>Cost Per Person: _____</p>																				

"I hereby certify that the above is a true statement of expenses incurred by me, or with my approval of the use of my Event Credit Card, within the regulations of the University of California and that such entertainment/administrative event was relative to official University business."

Event Coordinator or EPC Holder: \_\_\_\_\_ Date: \_\_\_\_\_

An official host is a University employee or other individual who is the University's representative at an official business meeting, entertainment event, or other activity. The individual arranging an event (e.g., making hotel arrangements, ordering food, etc.) is not the host unless he or she is physically present at the event and acting in a capacity as the official host."

Official Host: \_\_\_\_\_ Date: \_\_\_\_\_

## Chartstring Distribution

To be completed by Department Manager(s) or COA Owner(s). If your group is working with another unit for co-sponsorship of the event, please secure the group's department manager or COA approver's signature:

Account	Fund	Dept. ID	PC	CF1	CF2	Amount	<b>Chartstring Manager Signature:</b> <small>Co-sponsored events require the collaborating manager's approval for use of their COA</small>
						\$	
						\$	
						\$	

### Exceptional Approval:

\_\_\_\_\_  
Shivani Bhatia date  
Assistant Dean of Finance & CFO

\_\_\_\_\_  
Erwin Chemerinsky date  
Dean of Berkeley Law

**GUEST LIST**

Event: \_\_\_\_\_

First & Last Name	Title/Occupation	University/Organization/ Business Affiliation
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