

Business Services Law Building Room 311b and 312 Berkeley, CA 94720-7200 lawstudentreimb@law.berkeley.edu

Student Organization Entertainment Request Form

INSTRUCTIONS:

- 1. This form is for Entertainment reimbursement requests that include food/beverage purchased for student events as well entertainment supplies such as cutlery, decor, programs etc.
- 2. Complete the **Student Information** section.
- 3. Include an **itemized receipt** that displays payment method with the last four digits of the card used. Receipts should be submitted no more than 10 days from purchase date.
- 4. Include a guest list of those in attendance at the event or an event flyer that indicates the event was open to all students.
- 5. More information can be found at the link: https://www.law.berkeley.edu/business-services/paying-students/student-group-reimbursements/student-entertainment-reimbursement/

Student Information Required for All Entertainment Reimbursements								
From whom are you requesting funds Check one:		uesting funds	 Student Association at Berkeley Law (SABL) Alumni Student Group Funds 					
Name of	f Student Group	or Journal:						
Payee I	nformation							
Name:					Student ID Number:			
Email:					Phone			
					Number:			
ENTERTAINMENT — Complete this section if you are requesting funds for catering, restaurant food, and/or groceries. *This type of reimbursement requires you attach: an itemized receipt, a guest list from the purchaser detailing the purchases. *Alcohol is not a reimbursable expense.								
Event name:								
Event Da	ate:							
<u>Please pro</u>	s purpose: ovide statement event benefits Law							
Event lo	cation:	☐ Campus		☐ City of E	Berkeley	☐ Other	:	
Guest Lis	Guest List: ☐ Open to all Students or # Attendants. Please attach Guest List & their Affiliations						ffiliations	
Meal type, Check one:		☐ Lunch		☐ Dinne		Light refreshments		
Total Cost of Food Purchased: \$								
Enter Other expenses for the Event e.g. cutlery, napkins, cups, programs, etc. and enter amount \$ separate food cost from party /event supplies.							Total Amount Requested (Food + supplies)	\$



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Payee's Certification Statement (required):								
			nt, that the expenses al receipts for each e				•	on the dates
Signature:			, ,	,	<u>, </u>			
Student Gr	ດເມກ ດເ	r Journal Officer S	ignature of Approv	<i>r</i> al				
Name:	oup oi	Journal Officer 5	Bliataic of Applot		Email:			
Signature:					Office	r		
					Title :			
				L				
APPROVAL	– Offi	ce Use Only						
		☐ Student Assoc. a	at Berkley Law (SABL)			☐ Alumni Stu	dent Group Funds	
Name:								
Approval Signature:								
Amount Approved: \$								
CHARTSTRI	NG – (Office Use Only (PI	ease enter distributio 					
Account		Fund	Department	Program C	Code	Chartfield 1	Chartfield 2	Amount \$
								\$
								\$
Exceptional Approval:								
	Shivani Bhatia, Assistant Dean and CFO date Erwin Chemerinsky, Dean date Berkeley Law Berkeley Law						late	
2011000				50				

GUEST LIST

Event:

First & Last Name	Title	Occupation / Affiliation
1		
2		
3		
4		
5		
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Procurement Services/Disbursements June 2012