

CHEMISTRY OFFICIAL ENTERTAINMENT REQUEST
(PLEASE ATTACH ORIGINAL ITEMIZED RECEIPT & SUBMIT to FINANCE STAFF)

From: _____ Today's Date: _____

Project or Account to Charge: _____

Type of Expense (The maximum per person per meals is indicated after each box - check one):

Breakfast \$27 Lunch \$47 Dinner \$81 Light Refreshments \$19 Other _____

Name of Official UCSB Host: _____

Event: _____

Amount requested: _____ Number of Participants: _____

Names of Participants (List titles, occupations or group affiliations relevant to business purpose):

Date & Location of Event: _____

Establishment does not provide itemized receipt.

Alcohol **was not** purchased. Alcohol* was purchased, costing \$_____.

Entertainment business purpose or justification:

Did you obtain Prior Approval? Yes No

I was present and certify these entertainment expenses were incurred for an official University business purpose:

Host/Designated employee signature

Date

* Account to be charged must be unrestricted, i.e., non-state (19900, 19941) departmental and gift accounts. Federal contracts and grants cannot be used unless the funding agency specified approval of such events in the original award.