

VCR REQUEST FOR PRE-APPROVAL OF EXCEPTIONAL EXPENDITURES

Date:	Department Name:	Location:	
Event Name:		Event Date:	
Purchasing Mechanism:	Reimbursement	Purchase Order	Event Planner Card
	bluCard	IOC	

ENTERTAINMENT/OTHER EXCEPTIONAL EXPENSES
Tickets provided to prospective donors, employees, or student appointees in connections with an entertainment event. <i>(Note: Tickets provided to employees in connection with team building or morale boosting activities are considered exceptional expenditures.)</i>
Meals provided to a spouse, domestic partner, or other partner
Cash contributions related to an entertainment event. <i>(For example, purchasing a ticket to a fundraising event when the cost of the ticket exceeds the maximum meal allowance.)</i>
Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc. <i>(Note: Celebrations for retirement or for employees separating from University employment with at least 5 years of service.)</i>
Expenditure that exceeds the maximum per person rates for meals and refreshments. <i>(Note: Maximum meal per person: breakfast \$27, lunch \$47, dinner \$81, light refreshments \$19.00).</i>
Non-cash awards and gifts to employees that exceeds allowable under the policy. <i>(For example, tangible personal property such as flowers, fruit baskets, non-negotiable gift certificates, ticket for a sporting or cultural event.)</i>

Number of Participants:	Cost per person:	Will Alcohol Be Served?*	Total Estimated Cost**:
		Yes No	
<ul style="list-style-type: none"> *State and Federal funds may not be used for this purpose. **Cost estimate should include food and beverages, tax, tip, delivery charges, and other service fees, if any. Note: Room rental fees should not be included in the cost per person estimate. Entertainment policy: http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf Non-cash awards and gift policy: http://ucop.edu/ucophome/policies/bfb/g41.pdf (Appendix A) 			

<p>Purpose and Explanation</p> <p>Each request for an exception must include a written description of the event and, if applicable, a justification as to why the higher cost or other deviation from the policy is necessary to achieve a University business purpose.</p>
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LHS CONTACT & APROVALS			
Contact Name:			Tel:
Unit Head's Signature:	Rena Dorph, LHS Director		Date:
Vice Chancellor Approval:			Date:

Please submit this form 14 working days prior to the scheduled event