

# Request for Approval of Exceptional Entertainment Expenditures

Type of Event: \_\_\_\_\_ Breakfast (\$27.00) \_\_\_\_\_ Light Refreshments (\$19.00)  
\_\_\_\_\_ Lunch (\$47.00) \_\_\_\_\_ Dinner (\$81.00)

Number of Participants: \_\_\_\_\_ Participant List Attached? Yes  No

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Nature of Occasion or Purpose of Meeting: \_\_\_\_\_

Justification for exceeding established limits (cost is not a justification): \_\_\_\_\_

Official Host of Event: \_\_\_\_\_ Title: \_\_\_\_\_

Unit/Department: \_\_\_\_\_ Contact Name/#: \_\_\_\_\_

Room Cost: \_\_\_\_\_ Service Cost: \_\_\_\_\_ Food Cost: \_\_\_\_\_

Total Amount \_\_\_\_\_ Amount per Person: \_\_\_\_\_

Will alcoholic beverages or tobacco be purchased? Yes  No

(State and Federal Funds may not be used for this purpose)

Chartstring: \_\_\_\_\_

Fund Name: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Host Name: \_\_\_\_\_ Host Unit: \_\_\_\_\_

Approval by Unit Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
David Castellanos, VCRO Budget Director