

## University of Alaska Southeast Entertainment Expense Approval Form

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| <b>Accounting</b> | Event Title _____ Date of Event _____<br>Banner Codes: Fund _____ Org. _____ (Account Code(s) must appear on purchase document)<br>Fund Source Chancellor's Funds <input type="checkbox"/> Departmental Funds <input type="checkbox"/> Estimated total cost of event : _____ |
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| <b>Institutional Purpose (Attach additional documentation)</b> | Fully describe the planned event (include a description of the location, and all aspects of the entertainment involved):<br>_____<br>_____<br>_____<br>_____<br>What is the business or institutional purpose of this event?<br>_____<br>_____<br>_____<br>Will business or institutional discussion take place during the event? If so, what do you intend to discuss?<br>_____<br>_____<br>_____<br>Who will be present at the event? What is the relationship of each participant to the University, and to the institutional purpose of the event? (Names are generally required. At very large events, general classes of participants may suffice.)<br>_____<br>_____<br>_____ |
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| Will alcoholic beverage be served at the event?    Yes <input type="checkbox"/> (Attach explanation)    No <input type="checkbox"/> |
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| <b>Certifications</b> | I certify that the entertainment expenses summarized above will be incurred in connection with performance of official University duties for the direct benefit of the University, consistent with University policy and regulation, and with applicable governmental regulation. All expenses have been authorized by appropriate University authority prior to the event.<br><br><u>Requestor Certification:</u><br>_____<br><div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature</span> <span>Printed Name &amp; Title</span> <span>Date</span> </div><br><u>Departmental Certification</u><br>_____<br><div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature</span> <span>Printed Name &amp; Title</span> <span>Date</span> </div> |
| <b>Approval</b>       | <u>UAS Approval (see UAS Advisory Circulars 2004-01 &amp; 2004-02)</u><br>_____<br><div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature</span> <span>Printed Name &amp; Title</span> <span>Date</span> </div>  |