

Anesthesia Finance Office (AFO) Meeting & Entertainment (M&E) Form *(Detailed Version)*

Complete ALL highlighted sections

Meeting/Event Title:	<required field>		
Date(s):	<required field>		
Time(s):	<required field>		
Meal Type <i>(Lunch/Dinner/etc.):</i>	<required field>		
Business Justification: <i>A statement that provides enough detail to explain the PURPOSE of the meeting and BUSINESS NEED for the meal. *IMPORTANT: Clarification needed HERE for any missing backup items.</i>	<required field>		
Morale or Business? <i>Provide the ONE ALLOWABLE REASON for the event. Refer to SOM Dean's Office Cheat Sheets for list of allowable reasons for morale or business events. All catering orders for on-campus events should be placed through ATG or Moffitt Catering.</i>	<required field>		
Applicable Policy:	BUS-79, Meeting & Entertainment		
F&B Per Person Cost: <i>(Total F&B Cost/Attendees) Calculation includes food & beverages, alcohol, tip, tax, labor, delivery & service charges.</i>	<required field>		
Non-F&B Per Person Cost: <i>(Total non-F&B Cost/Attendees) Calculation includes space rental, plates, tablecloth, supplies, decorations, photography, entertainment.</i>	<required field>		
Attendee List: <i>PROVIDE CONFIRMED FINAL ATTENDEES EXCEPTION: For open invitations/non-finalized attendees: Provide invitee Name & Affiliations, estimated # of attendees. Further explain via Business Justification box how estimate attendee # was determined and provide supporting backup (Example: work schedule screenshot, preliminary RSVP screenshot, open invitation).</i>	Full Name (Last, First)		
	Affiliation (Faculty/Staff/Resident/Personal Guest/etc.)		
	1	<required field>	<required field>
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
19			
20			
Additional Guidelines: <i>M&E Required Backup: 1) Copy of Pre-event Qualtrics Submission 2) Completed AFO M&E Form with Final Attendees & Affiliations 3) Itemized receipt/invoice/Contract 4) Invitation 5) Agenda (or discussion topics) 6) Event Cost Breakdown for multiple event expenses *IMPORTANT: Clarification needed for any missing backup items via Business Justification.</i>			

Event Cost Breakdown

If expense includes F&B and non-F&B costs, separate into two expense lines

	Expense Description	M&E Expense Type <i>(F&B or non-F&B)</i>	Vendor	Cost	Final or Estimate?	Payment Method <i>(BearBuy PO#/MyExpense Report Key#/P-card month)</i>	Additional Notes
<i>Expense 1</i>							
<i>Expense 2</i>							
<i>Expense 3</i>							
<i>Expense 4</i>							
<i>Expense 5</i>							
				Total			

Attendee#

F&B Per Person Cost

Non-F&B Per Person Cost