## Supplemental Form for Contracted Facility Rental and Exceptional Meeting & Entertainment Expenses



## Use this Form:

- When exceptional approval is required for a BearBuy Meeting and Entertainment Payment Request
- When requesting approval/exceptional approval of a *contract facility rental* deposit, one-time, installment, or final balance payment

General Information (complete all fields):				
Name of Payee:	Date(s) of Event:			
Host Name:	Number of participa	ants:		
PO Number:	BearBuy Requisition	on #:		
Payment Amount:				
*Enter the <b>Payment Amount</b> for <i>this request only!</i> Do NOT include total contract amount if paying over multiple invoices. For example: to pay an advance for a facility, enter only the amount of the advance you are requesting.				
am seeking payment for (choose all ap Once selection(s) are complete, required fields For requests including food and/or beverages a	will change from grey to blue and and/or those requiring exceptional and	approval, also complete page 2.		
A Meeting & Entertainment expense that rec	quires exceptional approval per BU	S-79 policy		
Facility Rental Payment Type: Deposit Installment or One-Time Payment *Final Payment  *Final payment requests will not be approved Authorized Meeting & Entertainment Approver is		Exception to BUS-79? Yes No d to the BearBuy Request and the signature of an		
Authorized <i>Exceptional</i> Approver Attest	ation and Signature			
Requested payment is an <b>exception</b> to <u>BUS-7</u> required. See the <u>Travel and Entertainment Ap</u> , the undersigned attest that the above expens	proval Matrix for a list of Exception	al Approvers.		
hat the expenditure was necessary to accomp				
Name	 Title			
Signature of <b>Authorized Exceptional Approv</b>	er	Date		
Authorized Meeting and Entertainment <i>F</i>	Approver Attestation and Sigr	nature		
f the facility rental payment requested includent Authorized Meeting & Entertainment App		yment request, the signature of		
, the undersigned attest that the above expens California and that the expenditure was necess				
Name				
Signature of <b>Authorized Meeting &amp; Entertain</b>	ment Approver	Date		

## Meeting & Entertainment/Exceptional Expense Approval

## Supplemental Form

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<b>Meeting and Entertain</b>	ment			
Type of Expense (check all that apply):				
<ul><li>□ Breakfast</li><li>□ Lunch</li><li>□ Dinner</li></ul>	Other (please specify):			
Light Refreshments				
Nature of Expense (ch	eck one):			
Administrative Meeting directly concerned with the welfare of the University. Meals are a necessary and integral part of the business meeting and not solely for personal convenience.				
□ Prospective Appointee to a position of a professional, technical, or administrative nature. If travel allowance is provided to the interviewee, the allowance for this meal will be deducted from his or her travel claim.				
Official guest rendering a service to the University or is present at the University upon the invitation of, or as a guest of, a person authorized to make expenditures of funds for entertainment.				
Other events and expenditures (description and business purpose required below)				
Supporting Informatio  • List name_title_and	n and Documentation occupation or group affiliation of official guest(s), prospective appointee, society			

List name, title, and occupation or group affiliation of official guest(s), prospective appointee, society, organization, or student group. Attach a separate sheet to include more names if necessary. If administratively impractical due to an event of open nature, names and titles are not required.

Name	Title	Occupation/Group Affiliation

Attach this completed form with all required signatures to the BearBuy request form along with invoice(s) and receipt(s).