## Anesthesia Finance Office (AFO) Meeting & Entertainment (M&E) Form

Complete ALL highlighted sections. HOVER OVER fol	r add	ditional guidelines. For events with multiple	expenses, please see Cost Breakdown sheet.	
Meeting/Event Title:	[rec	uired field]		
Date(s):	[required field]			
Fime(s):	[required field]			
Meal Type	[required field]			
Business Justification:		juired field]		
Business or Morale: (dropdown list)	[choose one from drop-down]			
Allowable Reason for Meal or Event: (dropdown list)	[choose one from drop-down]			
-&B Per Person Cost (per meal):	[required field]			
Non-F&B Per Person Cost (per meal or event):	[required field]			
Attendee List:		Full Name (Last,_First)	Affiliation to UCSF	
M&E Required Backup	1	[required field]	[required field]	
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			

### **Event Cost Breakdown**

To be completed for events with multiple expenses. Complete ALL highlighted sections. Hover over for additional guidelines.

If expense includes both Food & Bev and non-Food & Bev costs, separate into two expense lines.

Expense Description		Meal Type (if applicable)	Vendor	Cost	Final or Estimate Cost?		Additional Expense Notes
[required field]	[required field]	[required field]	[required field]	[required field]	[required field]	[required field]	
	•		Estimate Total Event Cost				
			Final Total Event Cost	\$ -			

Expense #2
Expense #3
Expense #4
Expense #5
[Add rows as needed]

Expense #1

#### Attendees:

Estimate Attendee #	[required field]
Final Attendee #	[required field]

### Meal Per Person Costs: Food & Bev (per meal)

Meal #1 <enter &="" date="" meal="" type=""></enter>	[required field]
Meal #2 <enter &="" date="" meal="" type=""></enter>	[required field]
Meal #3 <enter &="" date="" meal="" type=""></enter>	[required field]
[Add rows as needed]	

### Event Non-F&B (per event)

Non-Food & Bev Total	Non-Food & Bev Per Person
[required field]	[required field]



# **Helpful Resource Links**

# School of Medicine (SOM) Dean's Office

\*SOM Dean's Office Cheat Sheets (accessed through AFO Intranet)

**Exceptional Expense Training** 

Main Page - Policies and Guidelines - Exceptional Expenses

### **Anesthesia Website**

Home Page

Anesthesia Finance Office (AFO) Intranet - MyAccess login required

Anesthesia Faculty Department Paid Dues and Fees - MyAccess login required

# **Supply Chain Management (SCM)**

Home Page

**BearBuy Training** 

BearBuy Forms: Which form should I use?

MyExpense Training

Meeting & Entertainment (M&E)

## **Policies**

Expenditures for Business Meetings, Entertainment, and Other Occasions

Travel

**Employee Gift** 

Non-Employee Gift

https://anesthesia.ucsf.edu/sites/anesthesia.ucsf.edu/files/2024-05/All\_cheat\_sheets.pdf https://financemedschool.ucsf.edu/sites/financemedschool.ucsf.edu/files/SOM%20Excep https://financemedschool.ucsf.edu/exceptional-expenses

https://anesthesia.ucsf.edu/

https://anesthesia.ucsf.edu/internal-resources/anesthesia-finance-office-afo

https://anesthesia.ucsf.edu/sites/anesthesia.ucsf.edu/files/2024-05/AnesthesiaDepartmentPaidDues.pc

https://supplychain.ucsf.edu/

https://supplychain.ucsf.edu/bearbuy-training

https://supplychain.ucsf.edu/purchasing/purchasing-resource/purchasing-forms

https://supplychain.ucsf.edu/claim-expenses-reimbursement

https://supplychain.ucsf.edu/meeting-and-entertainment-expenses

https://policy.ucop.edu/doc/3420364/BFB-BUS-79

https://policy.ucop.edu/doc/3420365/BFB-G-28

https://policy.ucop.edu/doc/3420353/BFB-G-41

https://policy.ucop.edu/doc/3420354/BFB-G-42

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