

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

Complete ALL highlighted sections. HOVER OVER for additional guidelines. For events with multiple expenses, please see Cost Breakdown sheet.

Meeting/Event Title:	[required field]
Date(s):	[required field]
Time(s):	[required field]
Meal Type	[required field]
Business Justification:	[required field]
Business or Morale: <i>(dropdown list)</i>	[choose one from drop-down]Ⓜ
Allowable Reason for Meal or Event: <i>(dropdown list)</i>	[choose one from drop-down]
F&B Per Person Cost (per meal):	[required field]
Non-F&B Per Person Cost (per meal or event):	[required field]

Attendee List:	Full Name <i>(Last,_First)</i>	Affiliation to UCSF
M&E Required Backup	1 [required field]	[required field]
	2	
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	20	

[Add rows as needed]

Most Useful

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
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Anesthesia Website

Home Page

Anesthesia Finance Office (AFO) Intranet - MyAccess login required
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Anesthesia Faculty Department Paid Dues and Fees - MyAccess login required
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Supply Chain Management (SCM)

Home Page

BearBuy Training

BearBuy Forms: <i>Which form should I use?</i>
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MyExpense Training

Meeting & Entertainment (M&E)

Policies

Expenditures for Business Meetings, Entertainment, and Other Occasions
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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%20Except>
<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.pdf>

<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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