

**University of Idaho
Office of Research and Economic Development**

**ENTERTAINMENT EXPENSE APPROVAL FORM
PROMOTIONAL (UI EMPLOYEES WITH GUESTS/STUDENTS)**

Use this form to obtain advance approval to spend University funds on promotional meals or refreshments with official guests (e.g., potential donors, seminar speakers, workshop facilitators, candidates for positions) or students. See section 70.21 of the Administrative Procedures Manual for more information.

The UI purchasing card may not be used for these expenses. Reimbursements are processed with a claim voucher or a travel reimbursement form if the function occurred in UI employee travel status. Purchase orders may be used if the vendor accepts them. Attachments to payment vouchers must include this pre-authorized Entertainment Expense Approval Form, itemized receipts, and supporting documentation such as a seminar announcement, itinerary, or invitation.

Date of function:	
Location of function:	
Purpose of function:	
Names of UI employees attending:	
Names of guests attending (if large group, just identify group and specify number invited, e.g., department graduate and undergraduate students, approximately 100 invited):	
Function type (e.g., refreshments, breakfast, lunch, dinner):	
Alcoholic beverages provided? (if yes, see APM 70.21 C-4)	
Estimated cost:	Budget number (only N, U, Y, K if approved by Sponsor):
Requested by:	Department:
Requestor's signature:	Date:

Approvals (signatures)

Supervisor:	Date:
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