

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 participants: _____
 PO Number: _____ BearBuy Requisition #: _____

*Payment Amount:

*Enter the **Payment Amount** for *this request only!* 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.

I am seeking payment for (choose all applicable circumstances):

Once selection(s) are complete, required fields will change from grey to **blue** and become available for data entry. For requests including *food and/or beverages* and/or those requiring *exceptional approval*, also complete

page 2
 A Meeting & Entertainment expense that requires exceptional approval per [BUS-79 policy](#)

Facility Rental

Payment Type:	Includes Food/Beverages?	Exception to BUS-79?
Deposit	Yes	Yes
Installment or One-Time Payment	No	No
*Final Payment		

***Final payment requests will not be approved** unless the final **itemized** invoice is attached to the BearBuy Request and the signature of an Authorized Meeting & Entertainment Approver is obtained on this form.

Authorized Exceptional Approver Attestation and Signature

Requested payment is an **exception** to [BUS-79 policy](#) and the signature of an **Authorized Exceptional Approver** is required. See the [Travel and Entertainment Approval Matrix](#) for a list of Exceptional Approvers.

I, the undersigned attest that the above expenses are within the policies and guidelines of the University of California and that the expenditure was necessary to accomplish official University business purposes.

 Name

 Title

 Signature of Authorized Exceptional Approver

 Date

Authorized Meeting and Entertainment Approver Attestation and Signature

If the **facility rental payment** requested includes **food/beverage** or is a **final payment** request, the signature of an **Authorized Meeting & Entertainment Approver** is required.

I, the undersigned attest that the above expenses are within the policies and guidelines of the University of California and that the expenditure was necessary to accomplish official University business purposes.

 Name

 Title

 Signature of Authorized Meeting & Entertainment Approver

 Date

Meeting & Entertainment/Exceptional Expense Approval

Supplemental Form

Meeting and Entertainment

Type of Expense (check all that apply):

- Breakfast Other (please specify):
- Lunch
- Dinner
- Light Refreshments

Nature of Expense (check 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 Information and Documentation

- 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).