

NRS REQUEST FOR PRE-APPROVAL OF ENTERTAINMENT EXPENSE

Send to Alexa Johnson, NRS Campus Office

Date Submitted:

Name of Submitter:

- Title of Event:
- Event Date(s):
- Start and End Times:
- Detailed description of event (location, purpose and details about the event, including food (where purchased or name of caterer and proposal*); Development Officer involvement, costs other than food (i.e., advertising, invitations, rentals):
- Number of guests invited**:
- Number of guests anticipated to attend:
- List names of UCSB employees attending as part of their job:
- List names of spouses of UCSB employees attending (for small events):
- Estimated cost of food:
- Estimated cost of alcohol:
- Cost Center(s):
- Name of official host for this event:

Approved Rates per person

Breakfast	\$26
Lunch	\$38
Dinner	\$64
Light Refreshment/reception	\$17

* catered means delivered to the reserve, purchased means picked up by reserve staff , try to pick a caterer from the UCSB approved caterers list or contact Alexa in advance if the caterer is not on the list.

** For large events (40 people and up), rather than provide a guest list you may summarize the estimated number of guests and their general affiliations. Try to list names and departments or titles of UCSB administrators and always list names of UCSB NRS employees (i.e., 40 Sedgwick volunteer docents, 5 Sedgwick staff, 100 members of the general public, Chancellor Yang and 20 other UCSB administrators, 15 members of the UCSB NRS Advisory Committee).