

University of Idaho
Entertainment or Event Request Form

The University may sponsor, support, or participate in various business functions and events. The University will cover expenses of this nature only when the activities are directly related to the objectives and mission of the University and are properly reviewed and approved according to the State of Idaho Meal and Reimbursement Policies ([10A](#)).

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). This form is not required for student-sanctioned events. See Promotional Expenses for more information.

- Obtain advance approval to spend university funds on refreshments or meals with groups of **University of Idaho employees**. See Promotional Expenses for more information.
 - UI employee only entertainment must adhere to the following:
 - If providing **refreshments**, the event must have a published agenda, be scheduled for 3 or more hours, and have 5 or more employees attend. The cost per attendee cannot exceed the current allowable per diem rate for breakfast.
 - If providing a **meal**, the event must have a published agenda, be scheduled for 6 or more hours, and have 5 or more employees attend. The total cost per attendee cannot exceed the current allowable per diem rate for lunch or dinner.

Date of Function:

Event Location:

Index/Activity/Fund:

Estimated Amount:

Alcohol included: No Yes If yes, alcohol is not allowable on the Purchasing Card or on state or grant funds.

Event name/description and explanation of business purpose:

List of attendees and their position/title:

The reimbursement form must be signed and attached to the Chrome River Expense Report supported by itemized receipts for processing. IRS rules on substantiation of business expenses require itemized receipts, documentation of the time, date, place, business purpose, and attendees at the meals. The University cannot cover expenses that lack proper documentation or a clear business purpose.

Prepared by Date

Dept Head/Chair, Director or designee Date

Fiscal Officer or designee/if required Date

Dean or Provost, if required Date

EAF SUPPLEMENT FORM FOR SBA PROCESSING

ACCOUNT TO BE USED:

- STUDENT BAR ALLOCATED FUNDS (send to SBA Treasurer)
- FUNDRAISING ACCOUNT (send to Dean's Assistant)
- DONATION/GIFT ACCOUNT (send to Dean's Assistant)

METHOD OF PAYMENT REQUESTED:

- PCARD

NAME OF STUDENT PICKING UP:

LOCATION TO BE PICKED UP: Moscow Boise

DATE & TIME TO BE PICKED UP:

NAME OF VENDOR: In the Bag
Promotions

ADDRESS OF VENDOR: Online
purchase order

- REIMBURSEMENT TO BE REQUESTED AFTER EAF APPROVAL AND PURCHASE

Student name to be reimbursed:

Student V#:

Note: Submit a reimbursement form & itemized receipt after the purchase has been made to the SBA treasurer.

- INVOICE by a vendor. A current W9 is on file with the UI Accounts Payable Office.