

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 SUPPLEMENTAL FORM FOR STUDENT ORGANIZATION FISCAL PROCESSING

This form is required for all student organization fiscal processing and should be submitted with the University of Idaho Entertainment Approval Form.

### Account/Index to be used

\_\_\_ Student Bar/Student Organization funds

\_\_\_ Fundraising Account

*If a group has funds in an account other than the two options above, please contact Mike Nugen ([mnuugen@uidaho.edu](mailto:mnuugen@uidaho.edu)) to verify funds.*

### Method of Payment requested

\_\_\_ University Purchasing Card

*Keep in mind that a university purchasing card is not a credit card and the State of Idaho and University have restrictions on what can and cannot be paid for with a university purchasing card. If you have questions about what you are hoping to do, please contact Christy Becker or Sande Schlueter.*

Name of student checking out a purchasing card: \_\_\_\_\_

\_\_\_ Moscow

\_\_\_ Boise

Preferred Date & Time for Pick-up: \_\_\_\_\_

*University purchasing cards cannot be checked out after hours or kept overnight. Check out of a card is allowed only Monday through Friday 9 am to 4 pm PT/MT.*

Name of Vendor: \_\_\_\_\_

Address of Vendor:

\_\_\_ Reimbursement to be requested after EAF has been fully approved; purchase cannot be made prior to full approval of EAF.

Student to be reimbursed: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Note: The separate reimbursement form and itemized receipts are required to be submitted for any fiscal processing.

\_\_\_ Invoice or Direct Billing to UI Department

*Is this an external UI vendor? Yes \_\_\_ No \_\_\_*

*If external UI vendor, have you confirmed if the vendor has a current ID with the University or is a W9 required? Sande Schlueter or Christy Becker can help with confirmation.*

Current ID: \_\_\_\_\_

W9 required: \_\_\_\_\_