

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