Tracking #_____ **University of Tennessee, Knoxville**

Fiscal Policy 715 – Entertainment Prior Approval Form

The object of Fiscal Policy 715-Entertainmnet is to provide policies and procedures on the payment and reimbursement of entertainment expenses. The policy outlines situations where it is appropriate for entertainment expenses to be paid by the university. In addition to the policies outlined in Fiscal Policy 715, the Knoxville campus requires prior approval for entertainment expenses of $500.00 or more. Please complete the following information and submit from the Department Head through the appropriate College/Division approval to the Vice Chancellor for Finance & Administration, 407 Andy Holt Tower, Campus #0141.

Purpose of the event relating to entertainment expenses such as meals/food provided for events such as luncheons, dinners, retreats, receptions, etc. and include why the expense is an appropriate university expense:

Name of the Event:_____

Date of the Event:_____ Estimated Number of Attendees:_____

Estimated Cost per Attendee:_____ Estimated Cost of Event:_____

Funding Source for Expense:
Department Name:_____ GL Code: 446200 ☐
Cost Center/WBS Element:_____ 449200 ☐

The request will be returned via email to the unit with the approval signatures or an explanation for denial. If the request is approved, when the invoice is entered or the reimbursement request prepared, include the tracking number assigned by the Finance & Administration office in the upper left hand corner of this form.

Questions regarding the supplemental policy on Entertainment should be directed to the Budget & Finance Office at 865-974-4204.

_____ _____ _____
Requestor Name Date Phone Number

_____
Email Address (to be used for the return of form)

_____ _____
Department Head (Signature) REQUIRED Date

_____ _____
Dean or Vice Chancellor (Signature) Date

_____ _____
Vice Chancellor for Finance & Administration or Designee Date

Revised 8/10/10