Master Entertainment Reporting Addendum (Blanket Approval)

Important: For full functionality open form using Adobe Reader or Acrobat Professional. To save a completed form,
you may need Acrobat Professional. For technical and accessibility assistance, contact finaff-tech@ucsc.edu. For form questions, contact procard@ucsc.edu
for Pro-Card information, ctecard@ucsc.edu for CTE Card information, or travelhelp@ucsc.edu for travel information.

Instructions: Attach completed form, ERAs, and documentation to the TERF, Pro-Card, or CTE Card statement.

Section 1: Entertainment Reporting Addendums' Overview

Cardholder Name: Date Range: to   Number of ERAs:

Supplies Total: Food/Bev Total: Method of Payment(s):   Out-of-Pocket   Pro-Card   CTE Card

Notes/Special Instructions for Budgetary Reviewers and/or FAST/AP/FAR:

Attach Additional ERAs: Attach all ERAs, guest lists containing the name and title of participants,
and their occupation or group affiliation during the date range provided.

Section 2: Per-Person Rates and Top Level Criteria	See the Entertainment Guide for more policy information.

Breakfast $28.00   Dinner $85.00

Top Level Approval is Needed if:
1. Alcohol is present (not allowed for student events)
2. Per-person maximum rate has been exceeded
3. Spouse/family members of employees or guests attended
4. Cost is for tickets or includes a donation
5. Employee morale

Lunch $49.00   Refreshment $20.00

Section 3: Transfer of Expense and Event Approvals	Check box if your department will process TOE(s)

Fund	Organization	Account	Activity	Amount	Description of Expense

Disclaimer: By signing below, I certify all information provided is accurate and is compliant with BUS-79 Entertainment Policy .

Traveler/Cardholder Signature Required	Print Name	Email	Date
Host Signature (If Different from Above)	Print Name	Email	Date
Event Order Approver (EOA) Signature (If Needed)	Print Name	Email	Date
Event Expense Certifier (EEC) Signature Required	Print Name	Email	Date
Top Level Approval Signature (If Needed)	Print Name	Email	Date

Section 4: Submit Information

Instructions: Attach completed form and original itemized receipts to the Post Travel form, Pro-Card statement, or CTE
Card statement as appropriate and submit to ctecard@ucsc.edu. DocuSign submissions submit to fadsfar@ucsc.edu
Note: Failure to submit reconciliations within 60 days of statement availability will result in account suspension

Revised: 1/7/22