

**FINANCIAL & ADMINISTRATIVE SERVICES
OFFICE OF THE SENIOR VICE CHANCELLOR**

*Please submit approval request 30-days in advance for staff appreciation events
i.e. picnics, holidays, service recognition.*

Please use DocuSign to send this form to Shauna Strong.

REQUEST FOR ADDITIONAL APPROVAL

Department: _____ Division: _____
Phone: _____ Email: _____

Request Type:
☐ Additional/ Approval ☐ Exceeds Meal Limit Maximums ☐ Financial Support ☐ Other (please describe) _____

Date(s) of Event: _____

No. of Participants: _____

DeptID/Fund/PROJ: _____

Use Account 57250 for Employee Morale-Building Events

Type of Event(s): (Select all that apply)
☐ Holiday ☐ Retirement/Separation (Years of service must be 5 or more) ☐ Service Award ☐ Staff Appreciation ☐ Other _____

Type of Entertainment:
☐ Light Refreshment ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other _____
Meal Limit Maximums: (\$22.00) (\$31.00) (\$54.00) (\$94.00)

Purpose for Approval Request:

- Please provide all planning details: venue, list of attendees, catering info
- Please limit cost for retirement events to light refreshment (\$22pp) for 5-10 years of service and lunch (\$54pp) for over 10 years of service.

Estimated Per Person Expense: _____

Total Spending Estimate: _____

Number of Events this Fiscal Year: _____

Department Head Approval _____ Date _____

UCSF Finance Approval (Alexandra Jalali) _____ Date _____

Office of the Senior Vice Chancellor Approval _____ Date _____

Office of the Senior Vice Chancellor internal use.

Date received _____ Date approved _____
Date processed _____