Section 1: Basic Information
Name of Requester: __________________________ Phone Extension: ____________________________
Internal mailing address: __________________________ E-mail Address: ____________________________
Requesting Department: __________________________

Section 2: Event Information
Which type of prior approval is required?
☐ Option 1: Internal event where alcohol is being served Event Name: ____________________________
☐ Option 2: Activity off campus with more than 6 internal participants Event Date: ____________________________
☐ Option 3: The catering invoice is over $5,000 Number of individuals in attendance: ____________________________
Purpose of event / activity: ____________________________

Section 3: Budget Estimation (Catering / Alcohol only)
Budget Cost Inclusions:
   Full cost of meals, including the cost of alcohol and the required permits to serve drinks

Total Estimated Budget: ____________________________
Note: in general, academic and research conferences are not considered to be a Hospitality Event. Only the hospitality related expenses of the conference (i.e. meals, refreshments and alcohol) are intended to be included.

Section 4: Instructions for approval
1. If you selected option 1 and/or 2 in Section 2 above, please have this form approved by your Dean or Administrative Unit Head as applicable.
2. If you selected option 3 in section 2 above, please have this form approved by a member of the University’s Senior Administration.
Name of Approver: ____________________________ Position title: ____________________________
Signature: ____________________________

Section 5: Form submission
- ✔ Booking your event and/or alcohol order through Hospitality / Conference Services? Send this approved form by email to your event coordinator.
- ✔ Paying for food/alcohol expenses on your corporate card? Include this approved form with your related Expense Report.
- ✔ Using the University’s WebRequisition system? Include this approved form as an attachment to the related WebRequisition.