

**Section 1: Basic Information**

Name of Requester:   
Internal mailing address:   
Requesting Department:

Phone Extension:   
E-mail Address:

**Section 2: Event Information****Which type of prior approval is required?**

- Option 1: Internal event where alcohol is being served  
 Option 2: Activity off campus with more than 6 internal participants  
 Option 3: The catering invoice is over \$5,000

Event Name: Event Date: 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 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