UAA Representational (Rep) Expense Allowance Form



Representational expenses are defined in UA BOR R05.02.070

Representational (Rep) Allowance forms must be completed for all activities that fall into the following categories. These types of expenditures most typically include <u>entertainment</u> (8115) or <u>commodity or gift (4008/4018)</u> type expenses. It may also include <u>catered events</u>, <u>meals provided during a work session</u> (3008/3018), or <u>catered fundraising events</u> (3038/4038). See <u>Rep</u> Allowance Guidelines for details.

Any 8115 expense over \$200, and any gifts or "other discretionary expenditures" expense, requires the signature of the Rep Allowance designee (assigned by the Chancellor). Any non-8115 entertainment-like expenses, or any 8115 expense under \$200 can be approved by the fiscal or account manager, with the exception of gifts and "other discretionary expenditures." The purchase of gifts costing more than \$100 requires approval of the VC Administrative Services.

Event:				Date of Event:		
Vendor Name:			Location of Event:			
Method of Payment:	РО	JV	LPO	Reimbursement	Procard	
Does this event include			No	Yes**		
**If yes, please break o public funding source, a					nse fees), indicate an allowable non-	
		copy or tr		•		
Does this request include **If yes, please provide Attach additional pages	the name o	-	No pient(s) and a	Yes** Il other required docum	nentation as per BOR R05.02.070(F)(5).	
Provide the fund/org/a	cct for event	t (provide				
Fund:	Org:		_ Account:	Amount: \$	Grant #:	
Fund:	Org:		_ Account:	Amount: \$	Grant #:	
	-		•	-	employees to be present for le:	
	e(s) included	in this red	quest for reim	bursement or payment (are incurred for the benefit of the univers	
	re(s) represe	nt(s) an a _l	opropriate use	e of public or other fund	duties and obligations, and that, in my sured to support the expenditure.	
(Print Name) Fiscal Sign						
(Signature) Certified an		• -				
UHDCS waiver approva	 ** •				Date :	
Reason for waiver regu						

**Waiver must be obtained if self-catering an on-campus event costing \$500 or more.