



Official Function Form

A. Describe event and benefit to University of Arkansas:

Reason for Event/ Meeting

B. Attendees: Attendee list should include state and non-state employees. (Note: May provide list as an attachment.)

List of Attendees

C. Location:

Where is the Event/Meeting being held?

D. Dates of Event:

(Note: It is recommended that this form be approved PRIOR to the event.)

When is the Event/ Meeting?

E. Estimated Meeting Expenses:

All estimated expenses for Event/ Meeting

Meeting Room/Rental Charges	\$
Food Expenses	\$
Miscellaneous Expenses (Must Define):	\$
Other (Must Define):	\$
Total Estimated Meeting Expense	\$

Note: Reimbursements for state employees for meals, including sales tax and up to 20% gratuity cannot exceed the federal per diem rate, as established by the U.S. General Services Administration, without prior approval from... NO ALCOHOL

Your Departmental Administrator or who will be placing the order.

F. Return to:

Department:

(PRINT) Requester Name

Email:

Phone:

NOTE: Must be turned in to BSVC.

G. Required Signatures: The requester and an approver at a higher level (i.e. budgetary head, dean, etc.).

Who is requesting the Event/Meeting

Requested By:

Date:

Approved By:

Date:

Departmental Approval such as Supervisor, Department head, Dean, or Budget Officer

Approved forms are to be submitted along with a Requisition, PCard Receipt, Reimbursement Claim Form, Administrative TCard Receipt to Business Services. Business Services Revised 12/2018