

**MRL ENTERTAINMENT
PRIOR APPROVAL REQUEST**

Date, Location and Type of Event:

Names and Affiliations of People Attending: (or attach list) Please include titles for all. For UCSB participants use, for example, grad student researcher, postdoc, etc.

Purpose of Meeting:

Reason for Food Expenditure: (why was food necessary at this event?)

Name and Dept. of Host (person to be reimbursed):

Will alcohol be included? Yes No

Account to Be Charged (must be Gift or Unrestricted Funds)

Faculty Approval: Please sign and print name

PLEASE NOTE MAXIMUM MEAL RATES ALLOWED *per person*:
(must include tax, tip, delivery charges - and alcohol, if any)

Breakfast: \$26

Lunch: \$38

Dinner: \$64

Light Refreshments: \$17