

Event/Teambuilding/Retirement Pre-Approval

(See Instructions for applicability and completion requirements)

Section 1. General

Date: _____

Date of Event: _____

Department: _____

Number of Employees Attending: _____

Account Number: _____

Number of Others Attending: _____

Time of Event: _____

Total Attending: _____

Event Location: _____

Section II. Event Justification and Information

Justification/Requirement:

Accomplishments/Achievements being Recognized:

Describe proposed activity/Function (attach agenda if available):

Section III. Estimated Expenses

Unallowable Expenses

Alcohol: \$ _____

Food: \$ _____

Prizes/Entertainment: \$ _____

Total \$ _____

Allowable Expenses

Food: \$ _____

Awards: \$ _____

Other: \$ _____

Total: \$ _____

Section IV. Alcohol at Cornell-sponsored Events

If alcohol will be served:

Yes

No

Yes

No

Will transportation be provided after the event?

☐☐

Will minors be present?

☐☐

Two drink tickets per person (maximum)

☐☐

Initiating Manager/Director: _____

Cognizant AVP/Director: _____

Vice President FCS: _____

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Instructions

- A. These instructions are intended to clarify the requirements for obtaining approval for university sponsored events, which are designed to improve employee morale, stimulate and foster close working relationships and improve productivity.
- B. Pre-approval is required for FCS university-sponsored functions which are held for the purpose of recognizing the achievements of individuals or teams in pursuit of university objectives.
- C. This form is to provide guidance to ensure:
 - 1. Proper accounting of event costs and to segregate explicitly unallowable cost.
 - 2. Standardize cost and size of events/functions across FCS.
 - 3. Ensure all employees benefit from events/teambuilding functions/etc.
- D. Attach approved form with expense reimbursement
- E. Actual cost overruns which exceed 10% of the pre-approved estimate require a written justification by the initiator to be resubmitted to the pre-approvers for signature.