



USE OF PUBLIC FUNDS STAFF RETREATS, WORKSHOPS & TRAINING FORM

Written supervisory approval, as well as secondary approval of the respective vice president or dean is required before the University may use public funds to purchase lunch and/or refreshments for staff retreats, workshops, and training and when the retreat, workshop, or training spans at least five hours, and when it would be disruptive to the success of the event if employees disbursed for lunch or breaks.

Requestor/Department:

Name of the event:

Purpose of the event:

Estimated attendance:

Cost Center:

Location of the event:

Event time:

Requesting for: **Refreshments** **Luncheon**

Estimated cost:

APPROVALS:

DATE:

Supervisor:

Dean/Vice President:

Controller: