

Faculty of Health Sciences Hospitality Event Pre-Approval Form

Please provide completed form to Finance, who will submit for final approval and return via email.

College (circle)	Dentistry / <u>Medicine</u> / Nursing / Pharmacy / Rehab Sciences		
Department/Unit Hosting:	Family Medicine		
Name of Event:	Gastroenterology Accreditation (PD Dr. Cantor)		
Date:	Wednesday November 15 2017		
Location:	Room 800 JBRC		
Type of Event/Purpose:	Gastroenterology Accreditation (PD Dr. Cantor)		
Attendees	<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External	
Number of Attendees (ie # of staff, professors, donors):	2 Internal Reviewers (Farnella & Rivard)		
	1 PARIM Rep - TBA		
	Total # of attendees <input type="text" value="3"/>		
Food & Beverages Served:	Breakfast: coffee, tea, muffins, fruit		
(alcohol is <u>not</u> an allowable FHS expense, and should not be included for pre-approval or reimbursement)	Lunch: Sandwiches, salad, fruit, coffee & tea		
Caterer:	Catering Trax / Aramark		
Total Catering Charges:	\$ 75.00	-	Cost per person = \$ 25.00
Funding	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External	
FOP (amount per FOP)	FOP 127880 340000 1100	Acct 706752 - Meals for Staff Meetings	
	FOP	Acct	
	FOP	Acct	

Form completed by: Suzanne Doyle Date: October 10 2017

Approved By:  Date: Oct 10/17
(Department Head Signature)

Approved By:  Date: _____
(see approval levels below)

Email completed form to: xx Holly.Madden@med.umanitoba.ca
cc: relevant College Sam.Vagianos@umanitoba.ca - Dentistry
 xx Nathan.Dueck@umanitoba.ca - Medicine/Rehab Sciences
Amanda.Kinnell@umanitoba.ca - Nursing/Pharmacy

Approval Levels

Per Person - Total Cost	Dean & Associate VP (up to)	VP or President (up to)
Meal Max	\$40	\$65
Full Day Event Max	\$75	\$100