Request for Approval for UW Off-site Event

Per UW System Policy Meeting and Planning guide it is recommended that all meetings, conferences, or training sessions held primarily or exclusively for participation of employees from the UW System be held in UW facilities. Prior approval is necessary for events to be taken off campus if there are additional costs to be incurred for transportation or meeting facilities. Note: employees include student employees or other agents of the UW.

*Complete the form and send to Financial Services, Hyer 110.*

Name of Event:

Dates and Times of Event:

Attendees: \_\_\_ Primarily UW-W employees \_\_\_ Primarily UW System Institutions Employees

Note: event must be held in UW facility unless adequate facility is not available

Registration Fee Charged: \_\_\_\_\_\_\_ covers: \_\_\_Meals (\_\_breakfast \_\_lunch \_\_dinner \_\_breaks)

\_\_\_ Materials \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_

Reason (justification) for holding event off-campus:

Estimated additional costs to be incurred:

Rental of facilities \_\_\_\_\_\_\_\_\_\_\_\_\_

Travel for participants (No lodging costs allowed for UW-W event) \_\_\_\_\_\_\_\_\_\_\_\_\_

Other facility costs (equipment rental, etc) \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Costs \_\_\_\_\_\_\_\_\_\_\_\_\_

*Refreshment break and meals costs are subject to policy rules and limits.*

Requestor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Funding to be used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Business Representative Date

*This approval must accompany invoices covering costs of this event, along with the event brochure, if applicable, and list of attendees and institution for any food costs.*