

# Additional Approval

## Event Summary

Event ID: [Student Center Reservation Number]

Event Title:

Business Purpose: Employee Morale-Building Activities

Employee Name:

Approving Department:

Event Date:

Estimated Number of Attendees:

Estimated Budget:

I am granting additional approval for the above entertainment/meeting expense incurred for official employee morale-building and appreciation activities that serve a University business purpose in accordance with the University Policy BUS-79.

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Approver's Signature

Printed Name

Date