
DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH

**Request for Use of Appropriated Funds/Gift Funds for
Light Refreshments/Meals and Other Entertainment Expenses**

| | | |
|---------------|---------------|----------|
| Name of Event | Date of Event | Location |
|---------------|---------------|----------|

Contract/Purchase Order No. _____

☐ IMPAC Purchase Card (Check box if applicable)

CAN/Project Number _____ Total Costs \$: _____

Check appropriate box:

☐ Appropriated Funds

☐ Gift Funds

Check appropriate box(es):

Number of Nonfederal Attendees: _____

☐ Light Refreshments

☐ Meals

☐ Other, e.g., Music

Number of Federal Attendees: _____

☐ Light Refreshments

☐ Meals

☐ Other, e.g., Music

Activity (Check the appropriate box):

☐ (1) NIH Sponsored Training or Conference Training under the G.E.T.A.

☐ (2) NIH Sponsored Conference/Meeting

☐ (3) Co-Sponsored Event

☐ (4) NIH EEO/Cultural Awareness Program (meals, music, etc.)

☐ (5) NIH Recruitment of Post-Docs, SES Staff, and Scientists

☐ (6) NIH Receptions Honoring Foreign Dignitaries/Prominent U.S. Citizens

☐ (7) NIH Receptions for Foreign Delegations Traveling Under Bilateral
Agreements

☐ (8) Other Activities, e.g., Savings Bond Drives, Employee Recognition Awards,
Special Events, CFC Campaign, etc.

Justification/Remarks:

IC Requestor/Contact Person: _____ Phone: _____

Date of Request: _____

Clearance Action

IC Reviewing Official: Signature _____ Date: _____

☐ Approved ☐ Disapproved Amount \$ _____

IC Authorizing Official: Signature _____ Date: _____

☐ Approved ☐ Disapproved Amount \$ _____

NOTE: For Activity No. 1 above, for “Training” or “Conference Training” under the Government Employee Training Act, when held on campus or at an NIH facility, or in the Local Travel Area (within the 50 mile radius), the delegation of authority to authorize and approve entertainment expenses will be maintained at the IC Executive Officer level, without further redelegation. (See Human Resources Delegations of Authority “Title 5, Training” at the following website address: <http://hr.od.nih.gov/hrguidance/employment/title5.htm> .) For Activity Nos. 2-8 above, it is NIH policy that the authorization and approval of these specific entertainment expenses will be maintained at the IC Executive Officer level, without further redelegation. (See NIH Manual Chapter 1160-1, “Entertainment”, Section “F”). For Activity Nos. 1-8, ICs may opt to retain this authority at a higher level.