i<Date>

<To>

<From>

**Approval for Entertainment Expenses: <ACP>**

<ACP> will be hosting the following event and would like to seek your approval to use the ACP Core Funding Budget for the following entertainment expenses:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Description of Event | Purpose of Event | Name(s) of Guest(s) | No. of Pax attending Event | Estimated Budget  S$ |
|  |  |  |  |  |  |

Name of invited participants\* from ACP in the event:-

|  |  |  |
| --- | --- | --- |
| **S/N** | **Name** | **Designation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note: Include additional lines if required.

Please state whether the limits of AM Funding Entertainment Guidelines are adhered to:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Meet the limits (tick)** | | |
| **Yes** | **No\*** | **NA** |
| Breakfast/Tea-break : quantum per pax is S$40 |  |  |  |
| Lunch : quantum per pax is S$75 |  |  |  |
| Dinner : quantum per pax is S$120 |  |  |  |
| Recommended Host-Guest Ratio : 1 Guest, maximum 3 Hosts |  |  |  |
| Recommended Host-Guest Ratio : 2 to 3 Guests, maximum 4 Hosts |  |  |  |
| Recommended Host-Guest Ratio : 4 or more Guests, 1:1 Host-Guest ratio |  |  |  |

Note: The Breakfast/Tea-break, Lunch or Dinner quantum are **inclusive** of all meal-related expenses like service charges and government taxes. Reimbursements to staff will be capped up to the quantum.

If there is any deviation from the above, please provide justifications and source of funding to augment the ACP Core Funding budget for the deviation below:-

|  |
| --- |
|  |
|  |
|  |

List of prior approved events in the financial year for information:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Description of Event | Purpose of Event | Name(s) of Guest(s) | No. of Pax attending Event | ApprovedBudget  S$ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name of CEO>

<Designation : CEO>

<Date>

Note: If the CEO is attending the event, please obtain approval from GCFO, SingHealth.