

➔ NOTE: ITEMIZED RECEIPTS REQUIRED FOR ALL REIMBURSEMENTS

ENTERTAINMENT REIMBURSEMENT REQUEST

*Entertainment refers to any food or drink item(s) used for human consumption.
See Section G6 of the Accounting Handbook for Policy Governing Entertainment.*

Name (last, first)		Date
Mailing Address		
Employee ID Number	Student ID number	Social Security or Federal ID Number (required)

U. C. Employee? No Yes California Resident? No Yes
 Visa Type _____ If Alien, country of residence _____

Type of Expense	Per Person Limit (including tax, tip, and gratuity)
<input type="checkbox"/> Breakfast	\$26.00
<input type="checkbox"/> Lunch	\$38.00
<input type="checkbox"/> Dinner	\$64.00
<input type="checkbox"/> Light Refreshments	\$17.00 <i>(as of 09/12/07)</i>

*The per person rate for an entertainment payment is calculated by first subtraction any set-up, room, or equipment rental fees. The remaining balance, which should be for food, drink, tax and gratuity only, is divided by the number of people in attendance. The resulting figure is the per person rate **Payments that exceed the entertainment limits or are for spouses of host and guests require exceptional approval.***

*When adequate justification exists, exceptions may be granted to reimburse expenses at rates in excess of those specified. Justification of the circumstances requiring higher rates must be attached and is subject to the approval of the Dean. Such circumstances must be viewed as representing an extreme exception. The fact that actual costs exceed the entertainment limits is not in itself adequate justification for higher levels of reimbursement. **Neither state general funds nor federal funds may be used to pay for alcoholic beverages or for exceptional entertainment.***

Type of Activity

<input type="checkbox"/> Administrative Meeting	<input type="checkbox"/> Faculty/Staff/Student Meeting
<input type="checkbox"/> Prospective Donor	<input type="checkbox"/> Meeting of Learned Society/Organization
<input type="checkbox"/> Reception	<input type="checkbox"/> Prospective appointee to a professional, administrative, or technical position
<input type="checkbox"/> Host to Official Guests	
<input type="checkbox"/> Employee Recognition Function (picnic or holiday party) – REQUIRES DEAN’S APPROVAL (<i>the following are not allowed: birthdays, weddings, farewell parties other than retirement, Secretary’s Day</i>)	

No. of Participants (total): _____ Date of Activity _____
 Nature of Occasion or Purpose of meeting _____

Official Host: _____

Grant or Fund to be charged: (name of fund)

Fund	Org	Prog	Proj	Flex	Amount

Approved: _____ Date: _____

Documentation Requirement-Original itemized receipts, invoices or other documentation.

Guest List (*use reverse of form, if more space is needed*):

Name	Title	Name	Title

I hereby certify that the above is a true statement of the expenses incurred by me, that such entertainment/meeting expenses were incurred for official University business purposes, that I have submitted original receipts as required by University Policy, and that the request for reimbursement is allowable under the terms and conditions of the fund source being charged. If the fund source being charged does not allow for the reimbursement of alcoholic beverages, those expenses (if any) have been deducted from this request.

Host’s signature _____ Date _____