

UCSC Entertainment & Student Programming Reimbursement form

Payee Name: _____
 Campus Mail Stop: _____
 Request Date: _____

FAST OFFICE Use ONLY:
Document #:
Vendor #: @
Payment Due Date:

Approval of Senior Administrative Officer or designee is required, excluding student programming activities.

TYPE OF ENTERTAINMENT: (see reverse for definitions)

RECEIPTS REQUIRED:

<p>MEALS & LIGHT REFRESHMENTS ALLOWABLE:</p> <input type="checkbox"/> Administrative Meeting directly concerned with the welfare of the University Meals must be a necessary and integral part of the business meeting (001270) <input type="checkbox"/> Alumni Activities (001252) <input type="checkbox"/> Meeting of a Learned Society / Organization (001251) <input type="checkbox"/> Official Guest rendering a service to the University (001271) <input type="checkbox"/> Official Guest for a lecture series, colloquia, or seminar (001251) <input type="checkbox"/> Prospective Appointee to a professional, administrative, or technical (position (001271) <input type="checkbox"/> Prospective Donor (001271) <input type="checkbox"/> Student Outreach Activities (001273)	<p>TYPE OF EXPENSE:</p> <input type="checkbox"/> Light Refreshments <input type="checkbox"/> Buffet Reception <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Other Expenses
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<p>LIGHT REFRESHMENTS ALLOWABLE:</p> <input type="checkbox"/> Employee events, e.g. service award & Retirement presentations (001250) <input type="checkbox"/> Fund-raising activities (001271) <input type="checkbox"/> Student Commencement Activities (001271) <input type="checkbox"/> Student Oriented Meetings between Faculty and/or Administrators (001271) <input type="checkbox"/> Student Programming Activities funded by student fees, e.g. residence hall events, study sessions, student organization events (001253)	<p>TYPE OF EXPENSE:</p> <input type="checkbox"/> Light Refreshments <input type="checkbox"/> Other Expenses
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Date of Event: _____ Name of Event: _____

Where was it held: _____

Description of Event: _____

Official HOST: _____ Department: _____

Number of Participants: _____ (Attach list of participants - see instructions on reverse) Total Amount \$ _____

Certification by Host:
 I hereby certify that the above is a true statement of expenses incurred by me, and that such entertainment / meeting expenses were incurred in accordance with University Policy.

X _____
 Hosts' signature:

Alcohol ? Alcohol cannot be paid from federal or state funds. If alcohol is being served on campus you must attach a copy of the "Permit to Serve Alcoholic beverages on Campus" (SC 56) which should be submitted to the Campus Police. Permit forms can be obtained from your service center.

Yes
 No

Are you seeking reimbursement for alcohol?

Yes
 No

Explanation of Exception to Policy:

Requestor Signature: _____

Exceptions to Policy Authorization: _____

Funding Authorization

Other Authorization (Sr Officer or delegate)

Fund	Organization	PG	Account	Activity	Amount

Documentation Retention: Non-Restricted Fds = 5 years from payment date....Restricted = 5 years from grant end date unless otherwise specified... RV 1/02 acctg

The maximum per person expenditures for individuals being entertained and for a University employee who is the official host, or is a participant at the request of the official host, shall not exceed the following amounts:

Breakfast \$ 18.00 as of 9/01/01
 Lunch \$ 30.00 as of 9/01/01
 Dinner \$ 45.00 as of 9/01/01
 Light Refreshment \$ 12.00 as of 9/01/01

The reimbursement for a buffet reception cannot exceed the applicable meal allowance associated with the type of buffet, i.e. breakfast, lunch, or dinner.

EXPLANATION OF ENTERTAINMENT AND STUDENT PROGRAMMING ACTIVITIES:

Business Related Entertainment: The provision of meals (catered or restaurant), light refreshments, and non-alcoholic beverages served during a University event that is directly related to, or associated with, the active conduct of official University Business. This includes food and beverage provided in association with academic activities (e.g. seminars & lectures), administrative activities (e/g/business meetings, training sessions, & donor/business outreach). Entertainment requires approval of the Senior Administrative Officer, or delegate. In addition, entertainment of the spouse of a host or guest, alcoholic beverages, tickets to entertainment or sporting events provided to donors, and staff picnics or holiday parties are an exceptional expense requiring written justification & approval of the Senior Administrative Officer, or Chancellor delegate.

Student Programming: The cost of refreshments served at student events, activities, and programs when the costs are charged to student programming funds.

NOT ALLOWABLE: Expenses incurred for employee personal events, (e.g. birthday, marriage, illness, sympathy, or departure)

REQUIRED: In order to establish the business relationship of the participants being entertained to the University, the following information is required. However, it is not necessary to identify the individuals entertained by name for routine or standing meetings with an established participant list or where the group is so large it would be impractical to name the attendees.

GUEST LIST:

	NAME	TITLE	OCCUPATION	GROUP
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