

ENTERTAINMENT PAYMENT/REIMBURSEMENT REQUEST (rev. 7/1/08)

REQUEST DATE:		PREPARER PHONE:	
PREPARER NAME:		PREPARER EMAIL:	
PAYEE NAME:		Provide appropriate Payee ID info: Employee ID for employees; Student ID for students; SS#/Tax ID for Individuals with no UC affiliation and Vendors.	
ADDRESS:		Empl ID/Student ID	
		SS#/Fed Tax ID:	
PAYEE PHONE #:		PAYEE EMAIL:	

EVENT BUSINESS PURPOSE: Provide a clear and detailed explanation for the purpose of the meal; it must have been for a <i>bona fide</i> campus business purpose.	
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DATE OF EVENT:		EVENT LOCATION:	
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MEAL TYPE _____

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Light Refreshments
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Certification by Host: 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, and that I have submitted original receipts for expenses as required by University and departmental policy.
HOST NAME: _____
HOST SIGNATURE: _____

MAXIMUM PER-PERSON EXPENDITURES FOR ENTERTAINMENT (INCLUDES TAX/SERVICE, new rates effective 10/1/06):

Breakfast \$26.00 • Lunch \$ 38.00 • Dinner \$64.00 • Light Refreshments \$17.00

Attach all receipts showing meal details. Credit card receipts must be accompanied by itemized meal receipts.

Alcohol costs must clearly be identified on receipts; depending on funding source, alcohol might not be reimbursable.

When entertainment costs exceed the above amounts, approval from the Dean is required prior to the event. Address your request to the Dean, and submit it to Frankie Temple. If approval is granted, Frankie Temple will notify the requestor and the BSO.

AMOUNT:		OTHER EXPENSES (Room Rental, A/V); explain:	
NO. OF PARTICIPANTS:			
COST PER PARTICIPANT:		Was alcohol purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACCT NAME/FUND SOURCE:			
APPROVAL SIGNATURE:			

Provide PARTICIPANT LIST (use a separate sheet of paper, if necessary).

Include individual's names and institution/organization affiliations.

You must provide a participants list for each meal reimbursement requested regardless of number of attendees. If it is an open event where it becomes very difficult to name all the attendees, you must provide the following as documentation:

1. The number of people you catered for.
2. A general description of the groups or organizations who were invited, establishing their business relationship with the University, and link it to the business purpose of the event.

(Please attach a separate sheet of paper for additional participants.)