

ENTERTAINMENT EXPENSE WORKSHEET

Refer to UCD PPM Section 330-80, Entertainment, and UC Business and Finance Bulletin 79 for entertainment policy and allowance.

Date Submitted _____ **Account to be charged** _____ **Amount:** _____

Date of Event _____ **Account #2 to be charged** _____ **Amount:** _____

BUSINESS PURPOSE: (Include official university business purpose of event and attach participant list, all agendas, flyers and programs.)

NAME & ADDRESS: (Person to be reimbursed)

EXPENSE TYPE: (Per person limits include food, beverage, tax, tips, service, delivery, etc.)

___ **Breakfast (\$27)** ___ **Lunch (\$47)** ___ **Dinner (\$81)** ___ **Light Refreshments (\$19)** ___ **Supplies**

PAYMENT TYPE USED (Select One)

___ **Travel Card** ___ **Personal Funds** ___ **Vendor Invoice** ___ **CTS**

TYPE OF ENTERTAINMENT (Check One):

___ **Business:** (Visitors & guests; Faculty/student/staff meetings)

___ **Morale:** (Employee morale building and employee recognition)

___ **Recruitment:** (Prospective employees; Prospective student scholars)

Additional approval required for: Entertainment of the spouse, domestic partner, other partner, or family members of the official host or guest; Tickets purchased for a guest or guests by a host to a sporting, theatrical, or musical event for the purpose of stewardship; Employee morale building and employee recognition events; Exceeding the per-person meal allowance.

Please attach original itemized receipts for expenses \$75 and over. All receipts must identify food, beverage and supplies. Due to potential fund source restrictions, Alcohol must be separately itemized regardless of amount.

Maximum Reimbursement Calculation (rates effective March 1, 2016)

<i>Breakfast</i>	<i>\$27</i>	<i>x</i>		<i>\$</i>
<i>Lunch</i>	<i>\$47</i>	<i>x</i>		<i>\$</i>
<i>Dinner</i>	<i>\$81</i>	<i>x</i>		<i>\$</i>
<i>Light Refreshments</i>	<i>\$19</i>	<i>x</i>		<i>\$</i>
<i>Alcohol</i>				
<i>Supplies</i>				

Actual Reimbursement Requested \$ _____

ENTERTAINMENT EXPENSE WORKSHEET

Name of Participants

Title, Occupation, or Organization

1.	<u>HOST</u>	
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