

ENTERTAINMENT REMIBURSEMENT FORM 5.30.13

Name:	Account:	
Check one:		
Breakfast (\$26/person max)		
Lunch (\$45/person max)		
Dinner (\$78/person max)	PI Signature: _____	
Light Refreshments (\$18/person max)		
<i>Meal allowance limits include tax, service and delivery charges</i>		
Check one:		
Business Meeting (Faculty/Staff/Student) <i>must be directly concerned with the welfare of the university.</i>		
Prospective Appointee/Student <i>for position of a professional, technical or administrative nature.</i>		
Official Guest <i>rendering a service to the university or present as a guest of a person authorized to approve entertainment expenses</i>		
Expenses Requiring Additional Approvals <i>including morale building, employee recognition (retirement/years of service), spouse/domestic partner attendance, sporting and theatrical events, cash contributions</i>		
Date entertainment occurred:		
Entertainment purpose (see reverse for examples):		
Name of Participant if 10 or Less:	TITLE	ORGANIZATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<i>If more than 10 attach a list with the same information</i>		
		TOTAL: \$
Reimburse Visa Corp Card: Yes No		

Don't forget to attach the following before submitting to the Business Office:

Original, itemized receipt showing method of payment

Attendee list or event flyer

If you lost or did not receive the required type of receipt, please complete the following form <http://accounting.ucdavis.edu/Forms/LostReceipt.pdf>

ACCEPTABLE ENTERTAINMENT PURPOSE EXAMPLES

Business - simple

Lunch meeting hosted by David L. Jones with donors J.L and W.M. Sturm to discuss future Chancellor's Club events @ Seasons Restaurant.

Business - complex

Various entertainment expenses incurred during the biannual 2013 Keck site visit @ Main Campus & UCDCMC. Expenses include catered breakfast, lunch, light refreshments, dinner, flower arrangements, and entertainment-related travel. Reference specific PO# UCD1355849 for hotel banquet room rental and PO #UCD1378759 for linen rental services.

Social - simple

Light refreshments for farewell reception @ UCD Conference Center, to recognize and honor David L. Jones for 16+ years of service to the Campus. 120+ participants (department-wide invitation); see faxed images for complete guest list.