



# Request for Payment Entertainment Expense

**ACCOUNTING OFFICE COPY**

Retention period 5 years subject to government contract requirements

Campus Originating Request	Date
Refer to UCD Policy & Procedure Manual Section 330-80, Entertainment, and UC Business and Finance Bulletin 79 for entertainment policy and allowance.	

TO THE ACCOUNTING OFFICE:

DaFIS EEV document #:

Issue check payable to:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Prepared By: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**CHECK ONE:**

Reimbursement of Entertainment Expense, itemized receipts (if \$75 or more) are attached

Direct payment of Entertainment Expense (including event deposits) per attached invoice (itemized, if over \$75)

**In payment of the following (Complete all Items):**

Expense Type:  Other\*  Breakfast  Lunch  Dinner  Light Refreshments

- Entertainment Type\*\*:
- BUSINESS MEETING (FACULTY/STAFF/STUDENT)** must be directly concerned with the welfare of the university. The university business reason/benefit must be included below.
  - PROSPECTIVE APPOINTEE/STUDENT** for position of a professional, technical or administrative nature.
  - OFFICIAL GUEST** rendering a service to the university or is present at the university at the invitation of, or as a guest of a person authorized to approve expenditures of funds for entertainment.
  - EXPENSES REQUIRING ADDITIONAL APPROVALS**, including morale building, employee recognition (retirement/years of service), spouse/domestic partner attendance, sporting and theatrical events, cash contributions.

**Number of participants:**

List of attendees (containing name, title, and UCD affiliation), or other equivalent documentation must be provided (i.e., flyer or invitation for an "open invite" event). For UCD affiliation, specify company and type (i.e., Business Guest, Employee, or Spouse).

**Date(s) entertainment occurred:**

**Entertainment Reason :**

(Include official university business reason/purpose of event and reason why meals/refreshments were served)

**Certification by Host:**

I hereby certify that the above is a true statement of entertainment expenses incurred, in accordance with the rules of the University of California, and that such entertainment was relative to official university business and not of the type an individual would undertake in a personal, rather than an official, capacity.

\_\_\_\_\_  
Host's Signature

APPROVED FOR PAYMENT

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Department Head Name (printed)

\_\_\_\_\_  
Exceptional Approval Signature (if required)

\_\_\_\_\_  
Exceptional Approval Name (printed)

BUDGET TO BE CHARGED:						
COA:	Acct :	Sub Acct:	Sub Obj:	Project:		Amount:
COA:	Acct :	Sub Acct:	Sub Obj:	Project:		Amount:

\*Event-related expenses; i.e., room rental, audiovisual charges, deposits, decorations, paper goods, etc.

\*\*Meals/refreshments should include food and beverage and any applicable taxes, tips, or service fees.