

6. DEFINITIONS

Alcoholic Beverages: Beer, wine, or any beverage containing distilled spirits. Alcoholic beverages may be served at receptions or events only when the cost can be recharged to non-state or non-federal funds. Only a limited number of fund sources permit the purchase of alcoholic beverages.

Business Meeting Expenditures: Expenditures for meals or light refreshments and related services (e.g. room rental, equipment rental) incurred in connection with meetings of employees to conduct official University business.

Entertainment Expenditures: Expenditures for meals or light refreshments and related services (e.g. room rental, equipment rental, decorations, flowers, and similar expenditures) incurred in connection with social or recreational activities and events in support of the University's mission. Such activities must support an underlying University business purpose such as promoting goodwill, donor cultivation, etc.

Light Refreshment: coffee and other beverages, snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, etc.

7. AUTHORIZED RATES FOR MEALS AND LIGHT REFRESHMENTS

The maximum per person rates for meals and light refreshments are specified in Appendix A of BUS-79 and include tax, service, and delivery charges. These rates do not include any costs associated with rental of meeting or conference facilities, equipment rentals, decorations, and other items, which may be charged as an additional expense. The reimbursement for a buffet reception may not exceed the applicable meal rate associated with the type of buffet, i.e. breakfast, lunch, or dinner. Reimbursement for a brunch may be made using the lunch rate.

8. RECEIPT REQUIREMENTS

Expenses of \$75 or more per occasion must be supported by original itemized receipts, or acceptable electronic receipts (the level of detail contained in an electronic receipt must be equivalent to that contained in an acceptable paper record), which must be submitted with the request for payment. If a receipt cannot be obtained or was lost and all measures to obtain a duplicate receipt have been exhausted, the reimbursement request must contain a statement explaining why the receipt is not being provided. The statement must include a certification that the amount claimed is the amount actually paid.

9. ADVANCE APPROVAL

Each department may have their own policy when it comes to advance approval. While the Controller's Office does not require it, please note that your department may require obtaining advance approval before incurring expenses for an event. Please check with your MSO for your department policy regarding entertainment expenses.

10. RESOURCES

Controller's Office Website

www.acctg.ucsf.edu/

Business and Finance Bulletin 79 (BUS-79) Expenditures for Entertainment, Business Meetings, and Other Occasions

www.ucop.edu/ucophome/policies/bfb/bus79.pdf

Authorized Rates for Meals and Light Refreshments

www.ucop.edu/ucophome/policies/bfb/bus79.pdf
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Check Requests For Entertainment/Meeting Expenses (CREME)

www.acctg.ucsf.edu/archives/pdf/U5-G2.pdf

11. CONTACTS

Accounts Payable Customer Center (415) 476-2126
Travel Supervisor (415) 476-3656
Travel & Customer Service Manager (415) 514-2886
AP Inquiries apcustomercenter@ucsf.edu

EXPENDITURES FOR ENTERTAINMENT, BUSINESS MEETINGS, AND OTHER OCCASIONS



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THE FOLLOWING INFORMATION HAS BEEN PROVIDED AS A QUICK REFERENCE GUIDE ON POLICY AROUND ENTERTAINMENT, BUSINESS MEETINGS, AND OTHER OCCASIONS WHEN MEALS AND/OR LIGHT REFRESHMENTS ARE SERVED. EMPLOYEES SHOULD BECOME FAMILIAR WITH THE FULL POLICY REGARDING ENTERTAINMENT EXPENSES BY REFERRING TO **BUSINESS AND FINANCE BULLETIN BUS-79**.

1. ROLES & RESPONSIBILITIES

Event Host: A request for reimbursement of entertainment expenses must include a statement signed by the host and/or the authorized official certifying that the hospitality expenses were incurred for an official University business purpose. The statement is provided on the Check Request For Entertainment/Meeting Expenses (CREME form).

Approver: The approver ensures that expenditures for meals, light refreshments, and related services comply with University policy and fund source restrictions, and that appropriate documentation is provided to substantiate such expenditures. To ensure proper internal controls, individuals with delegated approval authority may not approve their own entertainment expenses, and may not approve the entertainment expenses of anyone to whom he or she reports either directly or indirectly.

2. SUBMISSION OF CHECK REQUEST FOR ENTERTAINMENT/MEETING EXPENSES (CREME)

A request for reimbursement or payment of expenses for meals or light refreshments and related hospitality services must be submitted on the appropriate CREME form. The completed request must include the following information:

- Type of expense (lunch, dinner, etc.)
- Type of event
- Number of participants. Attach a guest list containing the name and title of participants, and their occupation or group affiliation, in order to establish the business-related relationship to the University. If it is impractical to list each guest based on the open nature of the event, the document need not include individual names and titles.
- Date and location of the event
- Business-related nature of the occasion or purpose of the event
- Itemized receipt (refer to number 8 – receipt requirements)
- Signature and printed name and department of the department head or authorizing official. The signature of the host must also be obtained for entertainment expenses and certain other expenses.

3. ALLOWABLE EXPENSES

1. Entertainment-Related Expenditures

a. **University employee on travel status**

Entertainment expenses incurred while on travel status should be itemized and submitted with the Travel Expense Voucher (TEV) to ensure that the meals associated with travel are separate from those meals associated with hospitality. A CRÈME form for the entertainment expense should be attached with the TEV.

b. **Prospective donors, employees, and student appointees**

The University may provide meals or light refreshments at an event for the purpose of generating the goodwill of prospective University donors or to prospective employees and students who are under consideration for positions that require specialized training and/or experience of a professional, technical, or administrative nature.

c. **Visitors, guests, and volunteers**

Meals and light refreshments to visitors, guests, and volunteers are allowable if the hospitality is necessary to the conduct of official University business. Examples include:

- Visitors from other educational institutions, members of the community, University employees visiting from another work location, medical center visitors, and similar guests; and
- Campus volunteers and research subjects.

The University may also provide meals to individuals such as volunteers and research subjects who are required to remain on University premises during a time when a meal would customarily be taken.

d. **On-the-job Meals**

The University may furnish meals to certain employees during work hours when the employees are required to be at their work stations during a normal meal time.

2. Business Meeting Hospitality

Meals or light refreshments provided in connection with business meetings involving University employees are allowed when:

- The expenses occur infrequently (i.e. not on a routine basis), and
- The expenses benefit the University and are reasonable and appropriate to the purpose and nature of the business conducted by a college, school, or department.

4. UNALLOWABLE EXPENSES

- Entertainment expenses that are lavish or extravagant;
- Monetary contributions to a political campaign or candidate;
- Entertainment expenses for employee birthdays, weddings, anniversaries, or farewell gatherings for employees with less than 5 years of service.
- Business meals that are frequent or occur on a routine basis. For example, the cost of meals or light refreshments provided at a weekly departmental staff meeting is not reimbursable.
- The purchase of property or services for personal use or for a non-business reason; and
- Expenditures using restricted funds that are not permitted under the terms governing those funds.

5. EXCEPTIONAL EXPENDITURES

Exceptions to BUS-79 at UCSF must be approved by the Chancellor or one of his delegates. The Chancellor has delegated exceptional approval authority to several high level officials within the University. Please contact your MSO for the name of the official who has delegated exceptional approval authority for your department. Requests for approval of exceptional expenditures must include a written justification for the expenditure. Exception to the per-person maximum rates specified in BUS-79 are limited to 200% of the rates and must be due to circumstances which are unavoidable or necessary to accomplish a University business purpose. Requests to exceed the 200% limit must be approved by the Chancellor. Examples of Exceptional Expenditures include:

- The cost for tickets to a sporting, theatrical, or musical event furnished to a prospective donor or employee in connection with the conduct of official University business.
- The costs of meals or light refreshments provided to the spouse or partner of a guest or the official host, provided the expenditure serves a bona fide University business purpose.
- A nonprofit community or charitable fundraising event that includes a cash donation as part of the meal or registration fee.
- The cost of meals or light refreshments for official employee morale-building activities that serve a University business purpose. Examples of such occasions include a gathering to honor a departing employee who is retiring or who is separating from University employment after at least 5 years of service, employee recognition receptions, annual faculty/staff picnics, and holiday gatherings.

