

Procedure	ENTERTAINMENT
Division	School of Medicine
Department	Business Operations
Issued	September 15, 2014
Reviewed by Internal Audit	December 22, 2014
Revised	January 7, 2015
Policy Reference	<a href="http://cnc.ucr.edu/epay/et_categories.html">UC Policy BFB-B79: Expenditures for Business Mtgs, Entertainment and Other Occasions</a> <a href="http://cnc.ucr.edu/epay/et_categories.html">http://cnc.ucr.edu/epay/et_categories.html</a> – EPAY Business Rules
Forms	<a href="#">Entertainment Reimbursement Request Form</a>

### Policy Summary

This policy governs the appropriate use of University funds for business meetings, entertainment functions, and other occasions when meals and/or light refreshments are served. It applies to academic and staff employees, students, donors, guests, visitors, volunteers, and other individuals as part of a University business meeting or event.

Entertainment is defined as occasions when the judicious extension of hospitality, such as the provision of meals or light refreshments directly related to the active conduct of official University business, is in the best interest of the University.

### Allowable expenses and activities that may be approved by the Dean

- Administrative meeting directly concerned with the welfare of the University.
- Prospective appointee to a professional, administrative, or technical position.
- Official guest rendering service to the University.
- Meetings with prospective donors.
- Faculty/Staff/Student meeting or morale building activity.
- University acts as the host or sponsor of a professional meeting or workshop.

### Exceptions to entertainment expenses requiring Dean's approval with written justification

- costs exceeding the per-person rate up to 200% (Requests exceeding 200% must be approved by the Chancellor).
- expenses of a spouse or domestic partner, other partner or family of the host or guests of the host
- tickets for sport events or musical or theatrical performances
- a cash contribution which includes the cost of a meal or registration fee made to a nonprofit organization in correction with an employee's attendance at a fundraising event.
- employee morale-building and recognition event

Entertainment expenses incurred by the Dean will be approved by the Chancellor or Vice Chancellor who has been designated by the Chancellor.

Refer to [Current Maximum Entertainment Reimbursement Rates](#), in UC entertainment policy, page 21.

### Procedure

1. Requestor will complete SOM's Entertainment Reimbursement Request form, attach supporting documents such as itemized receipts, agenda and/or event flyer, obtain appropriate approvals and submit to Business Operations Office for payment within 21 days of expenditure at <mailto:businessops@medsch.ucr.edu>.
2. Business Ops Transactor will process payment via ePay, attaching list of participants and original paid itemized receipt or vendor invoice.
3. Catered events by Dining Services will be paid via web recharge.
4. Requestor can expect reimbursement within 7-10 days after being received by Accounting.

### Tips

- Exceptions to the entertainment policy, such as those that exceed the established maximum rates, spousal attendance or entertainment costs associated with employee recognition functions, must be approved as an "exception" by the Dean. (See EXCEPTION/PRE APPROVAL procedures).
- While on University travel status, do not buy meals for others unless it is a bona fide entertainment activity. Travel policy requires that each traveler's expenses be reported individually.
- Alcoholic beverages may not be purchased on State or Federal funds. Many fund sources (most contracts and grants, for example) do not allow entertainment expenses. Verify that entertainment is allowed on your proposed

fund source prior to the scheduled event. If you have any questions about your funds and the payment of entertainment expenses, please contact the Business Operations Office.

- For administrative meetings to include lunch, they should take place over an extended period of time and the agenda should include a working meal to satisfy the requirement that the meal is part of a business function. Reimbursement will not be allowed when two or more employees from the same work location choose to go to lunch together to continue their business as an incidental part of the meal, or when the meeting could have been scheduled during regular work hours.