

EXPENDITURES FOR ENTERTAINMENT, BUSINESS MEETINGS, AND OTHER OCCASIONS

FINANCIAL & ADMINISTRATIVE SERVICES OFFICE OF THE SENIOR VICE CHANCELLOR

GUIDELINES FOR REQUESTING ADVANCE ADDITIONAL APPROVAL

STEP 1. Outline event and determine appropriate funding source for event

STEP 2. Determine necessary approvals; (*only Dept. Head approval required for UC business meeting–related expenses*)

STEP 3. If event type is employee morale-building, Dept. Head must sign off before submitting for SVC approval

STEP 4. Submit appropriate forms for exceptional/additional pre-approval, as needed ¹

STEP 5. Post Event-submit check request for final signature approval or MyExpense for reimbursement to employee

GUIDELINES

| TYPE | AUTHORIZED AMOUNTS | STATE FUND RESTRICTIONS | APPROVALS |
|--|---|--|---|
| <p><u>UC Business-Related</u> University-sponsored events/meetings directly concerned with the welfare of the University in which meals are an integral part and not supplied solely for personal convenience.</p> | <p>UC Business & Finance Bulletin BUS-79 Appendix A</p> | <p>General Funds (199XX) and Special State Appropriations (205XX) <u>not to exceed meal amount maximums.</u> (see limits below)</p> | <p>Dept. Head</p> |
| <p><u>Exceptional/Additional Approval</u> Entertainment expenses associated with official employee morale-building and appreciation activities that serve a University business purpose. (see below)</p> <ol style="list-style-type: none"> 1. Holiday Entertainment 2. Retirements/Separations <i>(Employees with 5 or more years of service)</i> 3. Annual Picnics 4. Service Recognition 5. Other Events that are defined by the Additional Approval definition | <p>See below for Meal Limit Maximums</p> | <p>General Funds (199XX) and Special State Appropriations (205XX) <u>may not be used</u> to reimburse exceptional/additional approval type expenses. (see limits below)</p> <p>Purchases of alcoholic beverages, tobacco products, and tickets to theatrical and athletic events for entertainment purposes <u>may not be made</u> with 199XX and 205XX funds.</p> | <p>¹Chancellor, Vice Chancellors, Deans, and UCSF Health CEO</p> |

Meal Limit Maximums: (BFB BUS-79 rev.01/16)

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|--|---------|
| Light Refreshments | \$19.00 |
| Breakfast | \$27.00 |
| Lunch | \$47.00 |
| Dinner | \$81.00 |
| <i>(Maximum meal rates effective 1/1/16)</i> | |

Footnote

¹ Whenever possible, 30-days prior to making commitment for event, pre-approval for additional approval and/or exception to policy must be obtained from Department Head prior to forwarding to the Senior Vice Chancellor. Unanticipated events such as retirements may be submitted for pre-approval as soon as practical.