**ENTERTAINMENT:**

**Overview:**
Meals and light refreshments should only be paid for events with a University business purpose (lab meeting, postdoc/staff candidate meeting, invited guest speaker, collaboration meeting). Original, detailed, and itemized receipts are required for all entertainment reimbursements regardless of amount. A guest list must be provided and should include the individual’s name, title and affiliation.

**Maximum amount per person** (including beverages, sales tax, delivery charges, service fees, etc.) that can be reimbursed for allowable entertainment:
- Breakfast $27
- Lunch $47
- Dinner $81
- Light refreshment $19

**Maximum allowable amount for various functions/events:**
- *Hosted Events* (excluding off-side administrative meetings and lab recruitments): up to $350 per event.
- *Laboratory and research meetings* (including off-side admin meetings): up to $250 per event, per lab.
- *Laboratory staff recruitments*: up to $250 per event

**Advance Dean’s Office approval is required if an event is expected to exceed the above limits.**

**Special entertainment:**
*Special entertainment* includes meal or light refreshment expenses for events with expenses exceeding the maximum allowable per-person cost and for certain types of activities regardless of expense.

**Special entertainment types:**
- Cost exceeds the per-person maximum.
- Participants include a spouse, partner or family member.
- Events for employee morale or holiday gatherings.
- Tickets to community events or fundraisers.

**Events involving alcohol:**
- Any reimbursement for alcohol (including applicable tax and tip) must be from an unrestricted index (non-state and non-federal funds).
- Any on campus event that involves alcohol must include a copy of the alcohol use form that was approved by the UCSD Police Department.

**Receipts:**
All entertainment, regardless of dollar amount, must have original itemized receipts. The receipt should include all itemized listing of all food and beverage (including alcohol) costs.