# Division of Biological Sciences
## Reimbursement and Entertainment Recharge Policy

### Summary of what to send to Fiscal:

<table>
<thead>
<tr>
<th>Reimbursement</th>
<th>Type</th>
<th>What preparer sends to Fiscal</th>
<th>Fund Manager Routing to Campus</th>
</tr>
</thead>
</table>
| MyPayments    | ALL  | + MyPayments document printout  
+ Original receipts (must also be scanned & uploaded to MyPayments) | Originals stay in Fiscal files  
Electronic copy routed to Disbursements |
| Entertainment | MyEvents | + MyEvents document printout with approvals  
+ Printout of Participant List  
+ Original receipts (> $75 receipts must be scanned & uploaded into MyEvents)  
**Printout of approved UCSD Police Dept alcohol permit form if alcohol was served on campus** | Originals stay in Fiscal files  
Electronic copy routed to Travel |
| Recharge      | + Justification for Recharge Entertainment Form signed by meeting coordinator/host  
+ Participant list  
+ Original Faculty Club receipt or catering invoice | Originals stay in Fiscal files |
| Travel        | MyTravel | + MyTravel printout  
+ Original receipts (> $75 or required receipts must be scanned & uploaded into MyTravel) | Originals stay in Fiscal files  
Electronic copy routed to Travel |
| Split-funded on 2+ indices | ANY | Provide one additional copy of all documentation per index | |

### General Reimbursement Guidelines

- **Receipts:**
  - Original, detailed, itemized receipts are required for all reimbursements regardless of amount.
  - Receipts from domestic vendors should be in English or an English translation should be provided.
  - Receipts should be attached to an 8.5” x 11” piece of paper sorted chronologically by type. When taping, the tape should not cover any portion of the text to prevent fading. A brief description of the items as well as the document number should be included.
  - One exception: If traveler is claiming per diem (applicable only for international or long-term travel), receipts are not required. MyTravel will automatically calculate per diem expenses based on location and duration. Per campus policy, traveler should claim actual costs up to the per diem rate.

- **Backup:** Faculty Assistants should always retain one copy of all documentation as backup in the event that the originals are lost.

- **Approval routing:** Preparers should use the Bookkeeper Lookup on the UCSD Biology website ([http://biology.ucsd.edu/publicinfo/bkc?action=bklookupquery](http://biology.ucsd.edu/publicinfo/bkc?action=bklookupquery)) to determine the appropriate fund manager and template for their index number.
  - **Split-funded with Multiple Fund Managers:** If a reimbursement is split funded and involves multiple fund managers, please route the document to the Fund Manager responsible for the larger portion.
- **Split-funded with Grad Program**: If a reimbursement is split funded between graduate funding and PI funding, an advance approval must be obtained from the Graduate Student Financial Analyst prior to making arrangements for the trip. After the trip, the reimbursement should be routed to the Fund Manager responsible for the PI's financial activities. A copy of the documentation should be provided to the Graduate Student Financial Analyst.

- **Timing**: Once payee has provided all the necessary documentation and approvals, Faculty Assistants should route the reimbursement to Fiscal within three (3) business days of receiving the approvals. For exceptional cases involving payee approvals, contact the Chief Financial Officer.

- **Questions**: Technical questions related to processing reimbursements (i.e. “How do I include...” or “Where do I list...”) should be directed to the appropriate central campus office, e.g. Travel, Disbursements. For other questions or if response is untimely, preparers can contact the Core Operations Analyst.

**MyPayments**

- **Documentation**: Itemized receipts are required for all MyPayments regardless of amount. Documentation submitted in the form of invoices must show that payee paid for the item/service being reimbursed. International Scholar Visa payments (processed by designated staff) do not require documentation.

- **Receipts**: Preparer should send a printout of the MyPayments and original receipts to the Fund Manager. Receipts pages should list the document number in the upper right corner on each page. A scanned copy of the receipts must be uploaded to MyPayments.

- **Timing**: Fiscal Assistant will review and send any questions to Preparer within three (3) business days. Fund Manager, upon receipt of completed documentation, will approve the MyPayments for payment within three (3) business days. Incomplete documents will have delays in processing.

**Entertainment**

- **Overview**: Meals and light refreshments should only be paid for events with a documented University business purpose, which should be stated explicitly in a request for personal reimbursement.

- **Maximum amount per person** (including beverages, sales tax, delivery charges, service fees, etc) that can be reimbursed for allowable entertainment:
  - Breakfast: $26
  - Lunch: $45
  - Dinner: $78
  - Light Refreshment: $18

**Maximum allowable amount for various functions/events:**

- Hosted Events (excluding off-site administrative meetings and lab recruitment): up to $350 per event.
- Laboratory and research meeting (including off-site admin meetings): up to $250 per event, per lab.
- Laboratory staff recruitment: up to $250 per event

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

- **Multiple events**: Multiple events should not be reimbursed in the same document per Travel policy.

- **Choose the right type**: Refer to Travel or Blink for more information: http://blink.ucsd.edu/travel/entertainment/

- **Recharge**: Recharged entertainment (i.e. Faculty Club, Catering, etc) is not a reimbursement but it must be documented and reconciled by completing the paper Recharge Entertainment Form. Like
entertainment reimbursements, the documents should include a participant list and original receipts in addition to the signed form.

- **Receipts**: All entertainment, regardless of dollar amount, must have original itemized receipts. The receipt should include an itemized listing of all food and beverage (including alcohol) costs. If an itemized receipt is not available, the Division’s Payee Statement should be included with an explanation of what the expense was and the approximate amount, why the missing documentation is not available, why the exception is requested, and the attempts made to obtain the itemized receipt. Exceptions will be granted up to 3 times per person. Subsequent failures to comply with policy will result in denial of reimbursement. Please note, the Payee Statement is only applicable for meal and incidental expenses under $75 and are not required by Travel.

- **Special entertainment** (cannot be paid on state funds or federal funds, [http://blink.ucsd.edu/finance/accounting/chart/fund/ranges.html](http://blink.ucsd.edu/finance/accounting/chart/fund/ranges.html))
  - Special entertainment requires a “Vice Chancellor or Designee” approver. Please select the Asst Dean as the primary VC approver and the Dean as the alternate.
  - Special entertainment types
    - Exceeds maximum amount per-person
      - Any dinner which is anticipated to exceed the per-person maximum must obtain advance approval from the Dean’s Office
      - Costs which exceed 200% of the allowable maximum will not be approved.
      - Include justification for why per-person maximum was exceeded, or the business purpose of the spouse’s participation. The justification should be included in the body of the MyEvents document.
    - Includes spouses or partners
    - 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).
    See: [http://blink.ucsd.edu/finance/accounting/chart/fund/ranges.html](http://blink.ucsd.edu/finance/accounting/chart/fund/ranges.html)
  - Use the Division’s alcohol prorator tool to calculate the amount to be excluded from state funds. Please include a printout with your backup. If the reimbursement request includes the alcohol portion a copy of the alcohol prorator tool should be uploaded to MyEvents.
  - Any event that involves alcohol on campus must include a copy of the alcohol use form that was provided to the UCSD Police Department.
  - Must also include a statement indicating why alcohol was served and that the cost for alcohol (plus tax and tip) will be paid from an unrestricted source. The justification should be included in the body of the MyEvents document.

- **Other Divisional Policies:**
  - **Faculty Recruitment**: Faculty recruit dinners will be reimbursed up to $100 per person and $500 per dinner. See Divisional Recruitment Policy.
  - **Divisional Seminar Series**: Seminar speakers and other guests will be reimbursed up to the allowable maximum for up to 6 participants only (including the speaker). Any cost above the allowance will be shared by the UCSD participants in the meal or event. See Divisional Seminar Series Policy for additional restrictions.

- **What to Route to Fund Manager for Approval** *(See summary on page 1)*
  - For **MyEvents**, send a printout of the MyEvents summary page (including the approval routing details noted above) along with the participants list and all original itemized receipts, regardless of amount. For reimbursements greater than $75, a scan of the receipts must be uploaded to the MyEvents system.
  - For **Recharge** backup, send the signed justification for recharge form, the participant list (unless it is a programmatic activity), and the invoice or receipt. For faculty club card
recharges, indicate if the index to be charged is different than the one associated with the faculty club card.

- **Timing**: Fiscal Assistant will review and send any questions to Preparer within three (3) business days. Fund Manager will, upon receipt of completed documentation, will approve and forward to Travel within three (3) business days. Incomplete documentation will cause delay.

**Travel**

- **Establish a Trip**: Faculty Assistants should establish an event number for all trips through MyTravel as soon as they are notified by the traveler. They should use the TP_ template identified in the Bookkeeper lookup tool. Fund Manager will approve the event within three (3) business days.

- **Prepayments**: Travel advances for airfare, registration fees, etc should be utilized whenever possible and should be created in MyTravel.

- **Travel Insurance**: Employees are required to register for all out-of-state and foreign country business trips to ensure business travel accident coverage (in-state travel is automatically covered). Travelers who book through Connexxus will be automatically covered. For those who do not go through Connexxus, the Faculty Assistant should assist the traveler with registering for the insurance. [http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,23515,00.html](http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,23515,00.html)

- **Travel Card**: Travelers who use a UCSD Travel Card or personal credit card for expenses are responsible for any late fees that may be incurred. It is the traveler’s responsibility to provide all the reimbursement documentation to the Faculty Assistant immediately upon return from their trip.

- **Receipts**: Original receipts are required for all expenses regardless of amount per Divisional policy.

- **Cost Guidelines**:
  - **Airfare**
    - Travelers should purchase coach or economy seats regardless of funding source.
    - Documentation for airfare must include an itinerary of the trip as well as a detailed breakdown of costs (airfare vs. taxes/fees).
    - The Fly America Act requires that all airfare purchased with federal funds must use a domestic carrier.
    - Service fees should be separately listed and a note should be added to the MyTravel to indicate what the service fee is for.
  - **Rental Car**
    - Travelers on official business are covered by UCSD for accidental insurance while on business trips (provided that they registered) and will generally not be reimbursed for the purchase of additional insurance through the rental car company.
    - Rental car upgrades are generally not eligible for reimbursement.
    - Rental Car Insurance Coverage- additional liability insurance is generally not reimbursable.
  - **Ground Transportation**
    - Gas receipts cannot be reimbursed when the traveler uses a personal car and should be reimbursed for mileage instead. Gas receipts are, however, acceptable if traveler had a rental car.
  - **Local Conferences**
    - Traveler cannot be reimbursed for meals if attending a conference locally.
    - Reimbursement of parking or mileage should be processed through MyTravel.
    - If traveler wishes to claim mileage, mileage should be calculated as the distance from UCSD to conference site (not traveler’s home). A Mapquest or Google Maps printout is required to substantiate miles claimed.
  - **Package Deals**
- Receipt must specify the cost for each item or separate receipts from each service provider must be obtained.
- If the separate cost components of the travel package cannot be obtained, the expense is ineligible for reimbursement.

- **Receipt Exceptions**: If original receipts cannot be obtained or were lost, traveler should complete the Payee Statement detailing the expense with a justification for why the receipt is not available. Please note, the Payee Statement is only applicable for expenses under $75 and are not required by Travel.
- **Entertainment**: If a traveler hosts a meal while on the trip, the expense is considered entertainment and should follow the entertainment guidelines. When reconciling the trip via MyTravel, the entertainment must be submitted separately as MyEvents document.
- **What to Route to Fund Manager for Approval** *(See summary on page 1)*: Send the MyTravel printout (traveler approved) and the original receipts to the Fund Manager
- **Timing**: Fiscal Assistant will review and send any questions to Preparer within three (3) business days. Fund Manager will, upon receipt of *completed* documentation, will approve and forward to Travel within three (3) business days. Incomplete documentation will cause delay.
- **Exceptional Travel**: Recruitment visits often include a faculty candidate visiting with family members during a second interview visit or a house-hunting visit. These circumstances are exceptional and require a memo of approval with the Section Chair and Dean's signatures. If the house-hunting visit is before the faculty offer has been accepted, then EVC approval is required. Contact the Chief Financial Manager or Core Operations Analyst for more information if needed.