

UC San Diego, Division of Biological Sciences
ENTERTAINMENT AND REIMBURSEMENT GUIDELINES

Date: June 19, 2019

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.