



Request for Payment Entertainment Expense

ACCOUNTING OFFICE COPY

Retention period 5 years subject to
government contract requirements

Campus Originating Request	Date
Refer to UCD Policy & Procedure Manual Section 330-80, Entertainment, for policy and maximum allowance.	

TO THE ACCOUNTING OFFICE (CHECK ONE):

- Make payment to corporate VISA:
- DaFIS EEV document #:

Issue check payable to:

Name: _____
Mailing Address: _____
City, State & Zip: _____, _____

Prepared By: _____
Telephone #: _____

CHECK ONE:

- Reimbursements of Entertainment Expense, receipts are attached.
- Direct payment of Entertainment Expense per attached invoice billed to:

In payment of the following (Complete all Items):

Type of Expense: Breakfast Lunch Dinner Light Refreshments

- Type of Entertainment:
- ADMINISTRATIVE MEETING** directly concerned with the welfare of the university. The meals are a necessary integral part of the business meeting and not for personal convenience.
 - PROSPECTIVE APPOINTEE** to position of a professional, technical or administrative nature. If per diem allowance is provided to the interview, the equivalent allowance for this meal will be deducted from his per diem allowance.
 - OFFICIAL GUEST** rendering a service to the university or is present at the university at the invitation of, or as a guest of a person authorized to approve expenditures of funds for entertainment.
 - FACULTY/STAFF-STUDENT MEETING**...expense represents the cost of "Light Refreshments".

Name of prospective appointee, society, organization, or student group entertained:

Number of participants:

(A guest list, if 10 or fewer, containing the **name** and **title, occupation**, or group must be attached. If there were more than 10 participants, the department must retain the list of names with the department's copy of the request for reimbursement.)

Date(s) entertainment occurred:

Reason for the entertainment (including purpose of meetings):

Certification by host:

I hereby certify that the above is a true statement of entertainment expenses incurred by me in accordance with the rules of the University of California and that such entertainment was relative to official university business and not of the type an individual would undertake in a personal rather than an official capacity.

Host's Signature

APPROVED FOR PAYMENT

Department

Department Chair Signature

Department Chair Name (printed)

Dean or Vice Chancellor Signature (if required)

Dean or Vice Chancellor Name (printed)

BUDGET TO BE CHARGED:				
Name:	COA:	Acct :	Sub Acct:	Amount: