

Bourns College of Engineering
 Department of Electrical & Computer Engineering
Pre-Approval Request

Business Meeting Expense

Entertainment Expense

It is essential that the expenditure of University funds for entertainment and business meetings be prudent and in a manner which is in keeping with accepted standards of the educational community and compatible with its status as a tax-supported institution. A list of some UC policies governing business/entertainment expenses that you should be aware of follows:

- 1) Please note the meal breakdown is not automatic. **Detailed itemized receipts MUST accompany all claims for reimbursement.**
- 2) Breakfast, Lunch, and Dinner business meetings, with advance approval from the appropriate office, may be claimed provided that: a) The meeting must be for the purpose of discussion; b) An alternative meeting time is not possible; and c) **Number of UC personnel in attendance must have a documented, substantial, and bona fide business purpose.**
- 3) Entertainment expenses may be claimed from contracts and grants, gifts, or endowments, as well as from State (19900) funds. Note, however, that contract and grant policies may differ from that of the University's. Please refer to the respective award agreement for details.
- 4) Alcoholic beverages are limited to **\$8.00 per person** and may **not** be purchased from State General Funds (19900) or Federal funds. Other fund sources may also have restrictions so please consult specific award agreements for details. Tobacco, including vaporizers/e-cigarettes, cannabis products or their derivatives may **not** be purchased from State General Funds (19900) or Federal funds. Other fund sources may also have restrictions so please consult award agreements for details.
- 5) Expenses for holiday parties, going away events (excluding retirements) department picnics, etc. are **not allowable**.

TODAY'S DATE:		DATE OF EVENT:	
NAME:		EVENT LOCATION:	
TELEPHONE:		TOTAL EST. COST:	\$
FUND SOURCE:	(See 3 & 4 above)		

Type of Event: (check all boxes that apply and refer to event description on page 2 for maximum allowable rates and participant number limitations)

- | | |
|---|--|
| <input type="checkbox"/> 1. Employee Recruitments | <input type="checkbox"/> 5. Meetings of an Administrative Nature |
| <input type="checkbox"/> 2. Welcome Events | <input type="checkbox"/> 6. Conferences, Meetings of Learned Societies and Organizations |
| <input type="checkbox"/> 3. Recognition and Awards Events | <input type="checkbox"/> 7. Development/Advancement Entertainment |
| <input type="checkbox"/> 4. Other Academic Events & Occasions | <input type="checkbox"/> 8. Business Meeting (see note 2 above) |

JUSTIFICATION:

Please attach a list of all participants. Make sure to designate UC Participants and Non-UC Guests with titles or affiliations

ECE DEPARTMENT CHAIR APPROVAL: _____

DEAN'S OFFICE APPROVAL: _____

ACCOUNT	ACTIVITY	FUND	FUNCTION	COST CENTER	PROJECT CODE
714140 (Food and Beverages)					
714160 (Social activities & Alcohol/Tobacco products)					

