Meetings, Entertainment, and Other Occasion Expenditures

- Ensure that a clearly stated purpose is provided for the event
- UCI Catering competitive bid process link to purchasing policy and UCI vendor first, & attach backup
- Check meal limit (details and link to accounting policy)
- Ensure that fully approved alcohol permit is attached if alcohol is included

**Type**

- Business Meeting
  - Examples: conferences, training sessions, University-hosted meetings of a professional association, extended planning meetings, work groups.
- Employee Morale Building
  - Examples: department event to honor a retirement (with at least 5 years of service), birthdays, anniversaries, holiday gatherings.
- Entertainment
  - Examples: donor, employee, guest, volunteer meals/refunds with a business purpose in support of UCI’s mission (for UCI Development use).
- On The Job Meals
  - Examples: meals provided during work hours and connected with University business (pamper)
- Programmatic Activities
  - Examples: meals or light refreshments in connection with student enrichment activities, training programs.
- Recruitment & Retention
  - Examples: meals or light refreshments connected with the recruitment and/or retention of University employees.

**Reimbursement submission must include:**
- Type of expense (breakfast, lunch, dinner, light refreshments)
- Business purpose (with supporting agenda or other document)
- Event date and location
- Event type
- List of attendees with their UCI affiliation
- Host name
- Receipt showing proof of payment (stamped receipt required if over $75)

Note: (if attendees include spouses/domestic partners/family members of university personnel, justification for their necessary involvement related to university business and additional approval are required.

For facility or room rentals, a rental agreement including a certificate of insurance and a signature from the purchasing department is required.

*All sections below referencing policy, systems, and forms are hyperlinked.

- Meals should be limited to once per month per group, and light refreshments limited to twice per month per group.
- University policy does not permit reimbursement when two or more employees elect to go to lunch together to continue their work. The business purpose of meals or light refreshments provided as part of a meeting must be explained on the ENT Reimbursement form or substantiated by other documentation (e.g., an agenda) attached to the form.
- Please indicate clearly if a Corporate card was used so it can be reimbursed directly.

**For facility or room rentals:**

- Note: TEM profile must be associated with payroll approval

- Event date and location
- Event type
- List of attendees with their UCI affiliation
- Host name
- Receipt showing proof of payment (stamped receipt required if over $75)

**For facility or room rentals:**

- Note: TEM profile must be associated with payroll approval

- Event date and location
- Event type
- List of attendees with their UCI affiliation
- Host name
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