



ENTERTAINMENT EXPENSE VOUCHER

If the vendor accepts credit cards, please utilize the Travel and Entertainment card instead of this form.

[* = Required]

Refer to UCD PPM Section 330-80, Entertainment, and UC Business and Finance Bulletin 79 for entertainment policy and allowance.

<p>*Payee Name & Address:</p> 	<p>*Event Business Purpose: (Include official university business reason/purpose of event and all agendas and programs.)</p>
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Number of invited participants:	Date(s) entertainment occurred:
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***Attach a list of attendees containing name, title, and UCD affiliation (specify Guest, Employee, or Spouse), or provide other equivalent documentation (i.e., flyer or invitation) for an "open invite" event.**

***Expense Type:** (Per person meal limits include food, beverage and any applicable taxes, tips and service fees.)

<input type="checkbox"/> Breakfast \$26.00	<input type="checkbox"/> Lunch \$45.00	<input type="checkbox"/> Dinner \$78.00	<input type="checkbox"/> Light Refreshments \$18.00	<input type="checkbox"/> Other
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Departmental Accounting Information:

Chart:	Account:	Sub-account:	Object:	Sub-Object:	Project:
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Other Related Expenses: Enter "None" if there are no related expenses

*KFS Document #:	*MyTravel RK #:
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Approval of Expenditures

AVC Finance Approval - Check box and provide justification for morale building events, over entertainment meal limit, show tickets, spouse/domestic partner attendance:

Certification by Host: I hereby certify that the above is a true statement of entertainment expenses incurred, in accordance with the rules of the University of California, and that such entertainment was for official university business. *Host's signature is required for: donor related events, morale building events, recruitment, show tickets, and meals for spouse/domestic partner.*

Host Signature:	Date:
Printed Name:	Dept.:

Department Head Authorization: Enter "See KFS" in lieu of a signature if dept. approval is attained in KFS routing.

*Signature:	*Date:
*Printed Name & Title:	*Dept.:

Form prepared by:

*Name:	*Email:
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