

## HOW TO CLAIM AN ENTERTAINMENT REIMBURSEMENT

Please submit all required documents including the completed Entertainment Reimbursement Form and the itemized receipts to your assigned fund manager as soon as the event or travel status is completed. Please be sure to provide the business purpose for the event or meeting, and fund source for payment.

### Required Documentation:

- Original, itemized receipt (credit card receipt is not sufficient for reimbursement)
- Proof of payment
- Type of Expense (breakfast, lunch, dinner, refreshment)
- Type of Event (workshop, conference, staff recognition, etc.)
- Purpose of the event or main agenda topic
- Attendee list to include name, title/occupation, and affiliation of participants
- Date and location of event
- Name of the official host

### Maximum per Person Rates:

Breakfast: \$27

Lunch: \$47

Dinner: \$81

Light Refreshments: \$19

*\*rates as of January 1, 2016*

### Faculty Center and Other Meeting Locations on Campus:

Business or professional events (room rental, catering, etc.) may be arranged using a pre-approved departmental account number. Please contact your assigned fund manager for further information.

### Meal Overages:

If the cost per person exceeds the above allowance, exceptional approval is required.

Please provide a justification, which includes a statement as to why the higher costs were unavoidable and necessary to achieve a university business purpose. The fact that actual costs exceeded the authorized rates is not in itself adequate justification for a higher reimbursement rate. Overages that are 200% or greater over the limit require additional approval by the Chancellor. Financial Services will submit requests requiring the Chancellor's approval only in rare circumstances.

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### Attendance by spouse or partner:

If a spouse or significant other attends, exceptional approval is required. Provide the University business reason for their attendance. Entertainment expenses for a spouse or for a guest are not considered eligible for payment unless the spouse or partner has a significant role in the event or makes an important contribution to the event. Official functions to which spouses or partners are invited as a matter of protocol – such as fundraising events or alumni gatherings – are examples of events at which the presence of a spouse or partner may contribute to the University’s mission.

A letter of exception is required to facilitate any requests for exceptional approval. Please submit the letter to Financial Services, which will then forward it on to obtain the necessary campus approval.