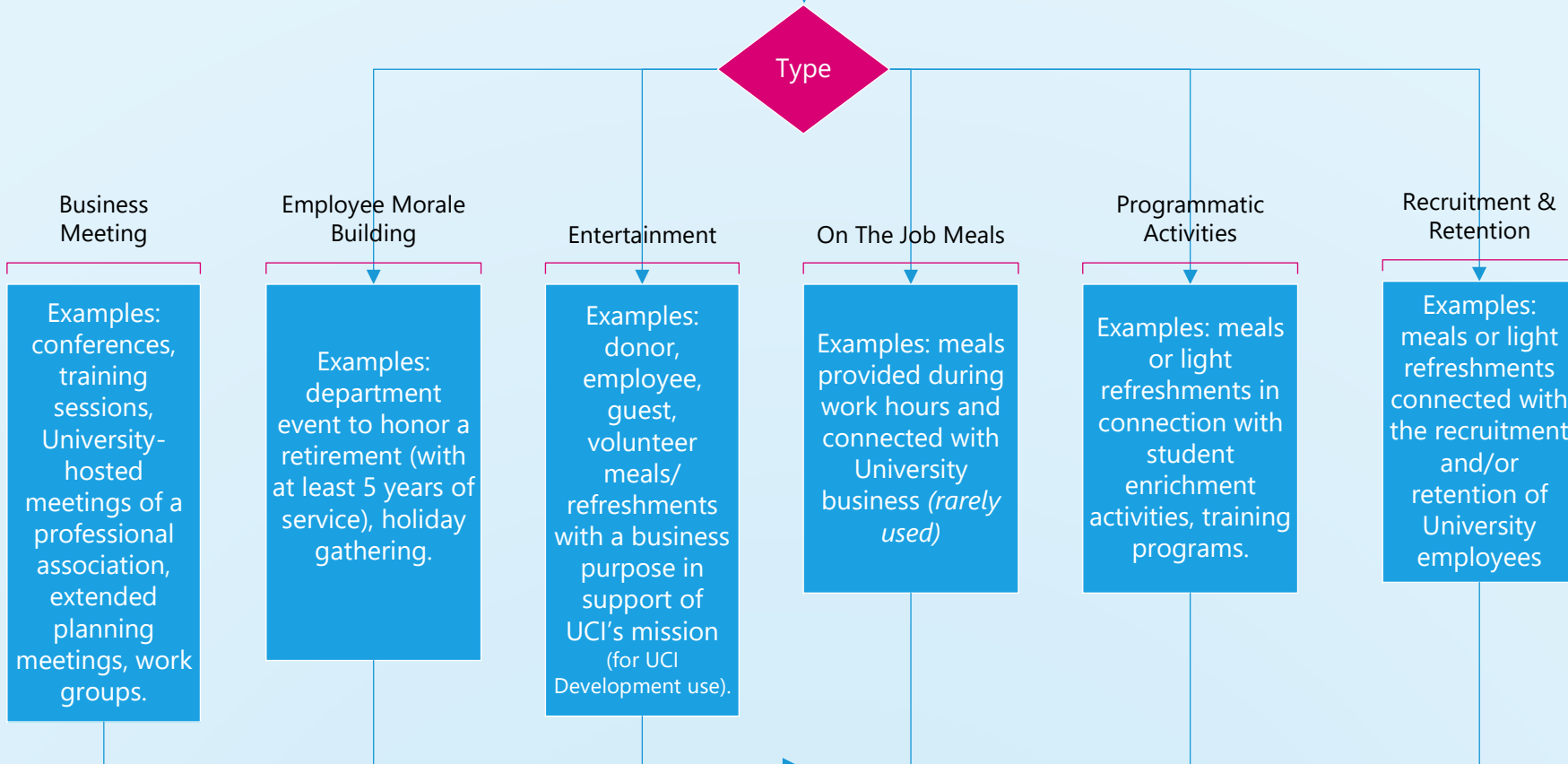
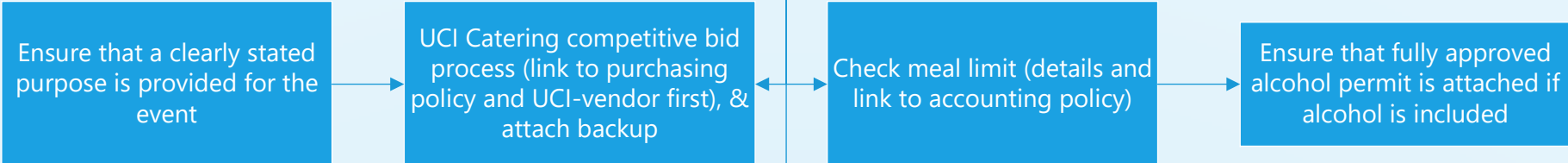


What entertainment and meetings are reimbursable?

## Reimbursement Requests for Business Meetings, Entertainment, and Other Occasion Expenditures

\* All sections below referencing policy, systems, and/or forms are hyperlinked



**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 (itemized 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.

\*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 business as an incidental part of the meal, when the meal is of a reciprocal nature, or when the meeting could have been scheduled during regular working hours. 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.

