Before you start, ask yourself the following question:
Does the event I am planning have a direct, substantial University business purpose and/or does it support the University’s educational mission?

If you can’t answer this question with a "Yes", chances are that the event expense is not an allowable expense.

1) What is considered an event expense?
Event Expenses (also referred to as F&E - Food & Entertainment - expenses) are expenses for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, etc.) incurred in connection with:
- business meetings of employees to conduct official University business,
- events that are primarily social or recreational activities in support of the University's mission,
- student programming activities in support of the CHES residential education programs,
- the recruitment of prospective employees,
- official employee morale-building and appreciation activities that serve a University business purpose, or
- providing meals to certain employees during their work hours when, for example, the University requires the employee to be on-site in connection with University business.

2) When do I use the Entertainment Reporting Form (ERF)?
The ERF is the form to be used to request and approve meals, refreshments, and other entertainment-related goods and services obtained through CruzBuy, Catering Services, and/or out-of-pocket expense reimbursements.

Exception: For CruzBuy Food & Entertainment (F&E) purchases, and for CruzBuy Catering Recharges that meet ALL of the following criteria, an ERF is not required:
- F&E purchase for the event is processed via CruzBuy (F&E PO or Catering Recharge)
- Event does not include the purchase or serving of alcohol
- Event total does not exceed $1,000
- Event is for a single meal event or for a single bulk purchase
- Event contains only one supplier
- Event expenses are reported on one CruzBuy requisition or one CruzBuy recharge

NOTE: Even though the F&E purchases that meet all of the criteria described above do not require an ERF, the appropriate F&E approval for these purchases needs to be obtained, i.e., the appropriate Event Expense Certifier (EEC) needs to approve the event.

Frequently asked question # 5c describes the CHES process for F&E approvals for those events that do not require an ERF per campus policy.

3) When does an ERF have to be revised?
An ERF has to be revised and re-approved if:
► The total expense of an event exceeds the $ amount that was approved on the ERF.
► The event requires a different level of approval than the originally-approved event because
  ○ Originally, the event did not require top-level approval but the actual event requires top-level approval because tickets are now included in the event.
  ○ Originally, the event was planned for $450 and could be approved by a CRE. The actual event costs exceed $500 (the CRE approval limit) and therefore needs CAO/AACAO approval.
► The actual expense of a reimbursement exceeds the $ amount that was approved on the ERF for that line item.

4) Which non-food expenses need to be reported as part of the total event?
All meal/food/refreshment expenses and all expenses related to the serving of meals/food/refreshments need to be included in an ERF. Expenses that need to be included in an ERF are:
Food, beverages, sales tax, gratuity, labor, service and delivery charges, room rentals, equipment rentals, linens, decorations, flowers and other supplies involved with the serving of food and/or beverages (e.g., ice, utensils, plates, cups, tables and chairs).

NOTE: Per campus policy, expenses that are not directly related to the serving of meals/refreshments (e.g., speakers, performers, equipment like water slides for a college night) do not have to be reported on an ERF.
5) How are CHES requests for approval of F&E purchases processed?
   a) The ERF is used for ALL reimbursements (per campus policy).
   b) The ERF is used for all F&E purchases over $1,000 (per campus policy).
   c) In CHES, CruzBuy F&E purchases under $1,000 that meet ALL criteria described in frequently asked question # 2, F&E approval needs to be obtained as follows:
      ▶  CHES student programming events that are processed via CruzBuy and that meet ALL criteria described in FAQ # 2 may be approved by the unit EECs without an ERF. The unit EEC approval may be obtained by the EEC approving the Purchase Order (PO) on-line in CruzBuy or by the EEC approval being attached to the PO (e.g., e-mail).
      ▶  ALL CHES events that need either AVC Sue Matthews' or Director Marie Logan's approval require an ERF, i.e., all standard-level and all top-level events require an ERF. Standard-level staff events up to $500 are approved by AVC Sue Matthews, standard-level staff events over $500 and all top-level events are approved by Director Marie Logan.

   NOTE: All ERFs that need AVC Sue Matthews' or Director Marie Logan's approval need to be reviewed and approved by the unit's Event Order Approver (EOA). The unit EOA will then forward all requests that need Director Marie Logan's approval to Ellen Ziff, Executive Assistant to AVC Sue Matthews, ecziff@ucsc.edu, MAIL STOP: Student Services. Ellen will forward the paperwork to Director Marie Logan and will let you know when the paperwork is approved.

6) What is the role of an Event Expense Certifier (EEC)?
   The role of an EEC is to review and certify that meal and refreshment expenses provided at an event or meeting are valid and appropriate. The EEC also approves the use of an appropriate fund source to pay for the expenses.

7) What is the role of an Event Order Authorizer (EOA)?
   The EOA ensures that meal, refreshment, and other event-related expenses are appropriate, and that they meet the criteria described in the policies. The EOA advises Event Host and Event Expense Certifier on policy-related issues. An EOA is NOT authorized to approve the actual event expense. That approval must be given by an EEC.

8) Who are my unit EECs and my unit EOAs?
   Please refer to the Colleges, Housing and Educational Services Admin Toolkit for the CHES list of EECs and EOAs (lists are updated about every 4 months).

9) Event Expense Certifier (EEC) Delegation Process
   Please refer to the Colleges, Housing and Educational Services Admin Toolkit for the CHES procedure for processing EEC delegations of authority.

10) Event Order Approver (EOA) Delegation Process
    Please refer to the Colleges, Housing and Educational Services Admin Toolkit for the CHES procedure for processing EOA delegations of authority.

11) What is the role of an Event Host?
    The Event Host serves as the University's principal representative at an official event/meeting. The Event Host certifies that event and meeting expenses were incurred for an official University business purpose. A Host signature is required when meals are provided to prospective employees, and when meals are provided to employees as part of a morale-building activity, including retirement and staff appreciation events.
    For a complete list of those events that require a host signature, please refer to UC Policy BUS-79, Expenditures for Business Meetings, Entertainment, and Other Occasions at http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf
    NOTE: Employee Morale, recruitment, student outreach and entertainment (social or recreational activities in support of the University's mission, e.g., meals provided to prospective donors) events require an official Host.
    For student programming events, and for business meetings, no Host is required.

12) What level of approval do I need for an event/meeting?
    Please refer to the Colleges, Housing, and Educational Services Admin Toolkit for the CHES document "Summary of Entertainment Approval Requirements for CHES units", which describes the level of approval required for the various types of events within CHES.
13) **What is standard-level approval versus top-level approval?**

Certain types of events require approval at the Dean’s or Vice Chancellor’s level. This is called "top-level approval". Top-level events are:

- Employee morale events (e.g., staff appreciation, retirement celebration), events during which alcohol is served or consumed, events that include tickets to a sporting/theatrical/musical event, events to which a spouse/partner/family of an employee/guest is invited, and events in which the per-person maximum spending rate is exceeded.

Events that do not include employee morale events, during which alcohol is neither served nor consumed, that do not include tickets to a sporting/theatrical/musical event, to which no spouse/partner/family of an employee/guest are invited, and in which the per-person maximum spending rate is not exceeded, do not require a Dean's or VC's approval. They require "standard-level approval".

Most CHES student programming and staff events require standard-level approval.

Typical CHES student programming events are approved by CHES standard-level approvers. Up to $500 by CREs and CPCs, up to $1,000 by CAOs and ACAOs, and up to $5,000 by AVC Sue Matthews.

Typical CHES staff events (business meetings, on-the-job meals) up to $500 are approved by AVC Sue Matthews.

In BAS/CHES, Director Marie Logan provides top-level approval on behalf of VC Sarah Latham AND approves all standard-level staff events over $500.

14) **What do I need to know about quantity purchases?**

To simplify and/or take advantage of favorable pricing, supplies of non-perishable food, beverages, and related items may be accumulated in connection with business meeting functions. The following requirements apply to quantity purchases:

a) Quantity purchases are limited to the amount that will be used within the fiscal year, and
b) An inventory record for each quantity purchase must be maintained by the responsible department.

15) **Common oversights that may result in processing delays of entertainment-related paperwork:**

a) Forms are not signed by Host or EEC,
b) Original receipts are not attached to the form, or
c) Failing to obtain pre-approval for the entertainment-related expense.

16) **What are unallowable expenses?**

The following expenses may not be reimbursed:

- Expenses that are lavish or extravagant under the circumstances.
- Expenses for employee birthdays, weddings, anniversaries, or farewell gatherings (excluding celebrations for retirement or for employees separating from University employment with at least 5 years of service).
- Two or more employees go to lunch or dinner together to continue their business as an incidental part of the meal.

17) **When do I need reimbursement receipts?**

a) **Reimbursement receipts:**

When the total event costs are over $75, requests for reimbursements of expenses of $75 or more per occasion must be supported by original itemized receipt, or acceptable electronic receipts.

When the total event costs are under $75, requests for reimbursements of expenses of under $75 per occasion do not need to include a receipt.

b) **Missing receipts:**

If a receipt is missing, obtain a duplicate receipt from the vendor. If a duplicate receipt cannot be obtained from the vendor, submit a statement with the applicable payment request explaining why the receipt was not provided and include a certification that the expense amount claimed is the amount actually paid.