

Guide to Meetings & Entertainment at UCSF



- Overview
- Planning
- Policy Highlights & Frequency Rules
- Not Allowable
- Contracting with Vendors
- Documentation
- Approvals Required
- Payments to Vendors & Employee Reimbursement
- Service Levels and Accounts Payable Processing
- Frequently Asked Questions
- Customer Service
- More Information

Overview:

If you are responsible for the planning, organizing, executing, or requesting of reimbursement for a meeting and entertainment event or expense, this quick reference guide is for you. We know this process can be very difficult and frustrating. The policies are complicated and the preparation time may be limited. Remember, we are here to help. We are the Travel Unit within the Accounts Payable Department of the Controller's Office. If after reading this guide and reviewing other information on the [Travel & Entertainment](#) website, you still have questions, please contact us.

Controller's Office Solution Center Phone 415-476-2126

Controller's Office Solution Center email address COSolutionCenter@ucsf.edu

Planning:

It is important for you to understand what the meeting is for, who will be attending, and other information. You will need this information to successfully plan the event. Some of this information will be used later in the reimbursement process.

1. What is the purpose of the meeting? What is the outcome? For example: Quarterly meeting of the Advancement in Medicine Committee.
2. When is the meeting? Example: The meeting will be held, Thursday, March 6, 2008, 2:00 pm – 4:00 pm
3. Where is the meeting? Example: Cole Hall
4. Who is leading this meeting?
5. Who will be reserving the room?
6. What is the availability and capacity of the room that has been requested?
7. Will any equipment be needed for this meeting? Example: Yes, one projector, laptop, and three tables.
8. Who will be bringing the PowerPoint presentation? Example: Mr. Yee will be bringing the presentation on a flash drive. His phone number is 222-2222.
9. Will food be requested for this meeting?

10. If food is requested, what meal will be covered? Example:
Breakfast, Lunch, Dinner, Light Refreshment.
11. How many attendees are expected?
12. What type of food should be ordered? Any special diets?
13. Should the food be ordered from any specific restaurant or cafeteria?
14. Will alcohol be served? There are special requirements when alcohol is involved. There is more information under the **Policy Highlights and Frequency Rules** section of this document.
15. What is the COA chartstring for these expenses?
16. Who is the HOST of this meeting?
17. Who will be approving the expenses for this meeting?
18. Who will be cleaning up after this meeting?
19. Who will be submitting vendor payment requests and requests for reimbursement to Accounts Payable?

Policy Highlights & Frequency Rules:

1. **Type of Events and Expenses.** Food and entertainment related expense may be approved for a variety of reasons.
 - Business Meetings
 1. Employee Meeting – meals or light refreshments provided in connection with business meetings involving University employees. Must be infrequent and expenses benefit the University and are reasonable and appropriate for the purpose and nature of the business meeting.
 2. Entertainment Costs Incurred While Traveling on University Business – A University employee on travel status who incurs hospitality expenses.
 3. Visitors, guests and volunteers – University may provide meals and light refreshments to visitors, guests, and volunteers if the hospitality is necessary to conduct official University business.
 4. Faculty-Student Meetings – Cost of meals or light refreshments may be reimbursed for occasional meetings between students and faculty or administrators.
 - Programmatic Activities – University provided meals and lights refreshments to students and others to support educational programs such as study hall, student orientation, and blood donation events.
 - Recruitment – To prospective employees who are under consideration for positions that require specialized training and/or experience.
 - Employee morale-building activities – To employees for official employee morale-building purposes. Examples: Retirement party (employee must have at least 5 years of service), employee recognition receptions.
 - On-the-job Meals – Meals to certain employees during work hours as a non-taxable benefit to the employee. Meals when employee is required to stay on-premises during his or her entire work shift either because the person is required to work during that period or is on-call. Such as: Meals to safety workers, hospital workers, food service employees.
 - Entertainment – Events/Expenses involving prospective donors, employees, guests and volunteers, or spouse/partner. (e.g. tickets to an entertainment event.)

- Fundraising Events - If a nonprofit community or charitable fundraiser event includes a cash donation as part of the meal or registration fee, additional documentation must be furnished by the employee. Additional approval must be obtained from University Relations.

2. **Maximum per-person expenditures.** The policy states that meal expenses should not exceed a per person limit based on the type of meal. Take the total food/beverage expense (include labor, gratuity, sales tax, delivery, and other fees) however, do not include any room set up charges, and divide by the total number of expected attendees.

- Breakfast: \$26 per person limit
- Lunch: \$45 per person limit
- Dinner: \$78 per person limit
- Light Refreshments: \$18 per person limit

Use for Calculating Per Person Expense

Included in Per Person Limit	Excluded from Per Person
Food	Room rental
Beverages	Room set up fees
Labor	Media rental
Sales Tax	Decorations
Delivery Charges	
Gratuity	
Other Service Fees	

3. **Alcohol.** Only a limited number of funding sources permit the purchase of alcoholic beverages. Alcohol cannot be purchased with federal or state funds.
4. **Frequency Rules.** In order to keep the value of meals provided to employees from being considered taxable income, the meals should only be provided infrequently. UCOP has provided guidelines for providing meals and light refreshments in connection with business meetings, entertainment event, or employee morale- building activity:
- Meals should be limited to no more than once a month or twelve times per year, per group.
 - Light refreshments should be limited to no more than twice per month, per group.

Not Allowable

Some types of events are not allowable under UC policy including the following:

- Wedding parties and receptions
- Birthday parties
- Anniversaries
- Other occasions of a personal nature

Contracting with Vendors (Purchase Order Required?):

1. If your meeting will be at a UCSF location, it may not be necessary to Bring Campus Supply Chain Management into the process.
2. If you are working through a Hotel or non-UCSF facility to reserve meeting

space and/or food for your meeting and the vendor does not require a contract, then you do not need to bring Campus Supply Chain Management into the process. Simply work with the vendor and have the vendor invoice UCSF for the services performed.

3. If you are working through a Hotel or non-UCSF facility and a contract is required by the vendor, then you must work with Campus Supply Chain Management, Business Contracts Unit, to have any contract reviewed and approved before proceeding. Start early and ensure you allow sufficient time for Campus Supply Chain Management's review, potential changes, and negotiation process with the vendor.

Documentation:

1. Keep all of your documentation related to the event in one location or folder.
2. Accounts Payable will require a detailed receipt for all expenses and list of attendees.
3. Keep copies of documents before you send them to other departments, vendors, or individuals.

Approvals Required:

1. **Regular Meeting & Entertainment Approval.** All expenses related to Meeting & Entertainment will require approval from an individual who has been given approval authority and has a signature card on file with Accounts Payable.
2. **Exceptional or Additional Approval.** Employee Morale-Building Activities, Tickets provided to prospective donors, employee or student and meals provided to spouse/partner all require exceptional or additional approval. Only select individuals throughout the campus have been delegated this authority (Chancellor, VCs, Deans, plus a few high-level other employees). Contact the Controller's Office Solution Center to determine who has exceptional approval in your area. Exceptional approvals must be submitted using the [Supplemental Exceptional Approval for Meeting/Entertainment Expenses or Facility Rental](#) form and once form is completed, send to coapmail@ucsf.edu.
3. **Cash Contribution or Donations.** All contribution, donations, or table fees require additional approval by University Relations.

Payments to Vendors & Non-UCSF Employee Reimbursement:

1. All payments to vendors must be requested through the [BearBuy Meeting & Entertainment Payment Request Form](#). Non- UCSF employee reimbursements must be submitted through [MyExpense](#).
2. The [BearBuy Meeting & Entertainment Payment Request Form](#) is generally used after the event and shows the story of the event, total expenses, who and how many attendees, funding sources, purpose of the event, type of meeting, date of meeting, etc. However, occasionally, a deposit payable to the vendor is required before the event. If a deposit is required, complete the [BearBuy Meeting & Entertainment Payment Request Form](#), explain that this amount is a deposit, complete as much of the form as possible (you will not have a list of attendees before the meeting), attach supporting documentation (invoice, contract, etc.) and send to coapmail@ucsf.edu. If a deposit is requested, a final, "closing and reconciliation" [BearBuy Meeting & Entertainment Payment Request Form](#) is required. The final per person amount should be a total of the deposit and the final expenses (total

food/beverage, labor, gratuity, sales tax, delivery, and other fees from the event divided by the attendees).

Payments to Employee & Student

1. All payments to employee and student must be requested through [MyExpense](#) using [MyAccess Single Sign-on](#) .
2. [MyExpense](#) reimbursement request is generally submitted after the event and provides the business justification, total expense, who and how many attendees, funding sources, types of meeting, date of meeting, etc. [MyExpense](#) report must be routed to the appropriate authorized approver. Attach supporting documents and/or itemized receipts for all expenses.

Service Levels and Accounts Payable Processing:

Once the BearBuy Meeting & Entertainment Payment Request Form or the [MyExpense](#) report has been approved (approved by authorized, final approver) it will be processed within the published Accounts Payable service level number of days. To follow up on the status of payment, check BearBuy, My Reports or call the Controller's Office Solution Center at 415-476-2126.

Frequently Asked Questions:

1. ***What are the maximum per-person meal limits?***
 - Breakfast: \$26 per person limit
 - Lunch: \$45 per person limit
 - Dinner: \$78 per person limit
 - Light Refreshments: \$18 per person limit
2. ***What is a Light Refreshment?*** Generally not a full meal, but more like bagels, cream cheese and fruit.
3. ***Are birthday parties OK?*** No. Expenses related to birthday parties, weddings, anniversaries or events personal in nature are not allowed.
4. ***How quickly can I be reimbursed?*** Once the expense reports have been submitted AND are approved (by an authorized approver) with the correct documentation, they will be processed within 4 business days.
5. ***What is the difference between regular meeting and entertainment approval and exceptional meeting and entertainment approval?*** Regular approval is required for most events and expenses outlined in BUS-79. Exceptional approval is required for Employee Morale-Building Activities, tickets provided to prospective donors, employee or student, meals provided to spouse/partner, and any other expense outside the policy (for example, going over the per person meal limit).
6. ***Who has regular approval and who has exceptional approval?*** Most managers can have regular signing authority. However, they will need a signature card on file with Accounts Payable granting this authority from the MSO. The signature authorization form can be found at the Accounts Payable website. Exceptional approval is granted to only a select group of

individuals throughout the campus (Chancellor, VCs, Deans, plus a few high-level other employees). Ask your department finance manager, MSO, or Accounts Payable to see who in your department has this authority.

7. ***Do I need a detailed breakdown of the receipts or is a summary receipt OK?*** In accordance to Bus79, reimbursement for meal expenses \$75.00 and over (per occasion) requires an itemized receipt. If one is not available, the payee needs to complete a [Declaration of Missing Receipt Form](#).
8. ***What do I need to do if I have to rent a venue for my event?*** If the vendor requires a contract, complete the "Facility Rental Form" in [BearBuy](#) and then submit the Supplement Form - M&E Exceptional Approval or Facility Rental for processing of deposit payment to the vendor. Remember, that at the end of the event, the total per person maximum meal limit should factor in all expenses including any advance or deposit. The completed Supplement Form - M&E Exceptional Approval or Facility Rental needs to be submitted to coapmil@ucsf.edu.
9. ***What is the process when an employee hosts a business meeting while on a business trip?*** The traveler (UCSF employee) should submit claim for the specific expenses related to the business meeting together with the business travel expenses in one expense report via MyExpense.
10. ***What expenses are included in the maximum per-person meal limit?***
 - Included: food, beverages, food set up, delivery, gratuity, sales tax
 - Non-included: Room set up, equipment, speaker, supplies.
11. ***What do I need to do if my request needs exceptional approval?*** The Supplement Form - M&E Exceptional Approval or Facility Rental needs to be submitted for expenses that are outside BUS-79 police guidelines. The completed Supplement Form - M&E Exceptional Approval or Facility Rental needs to be submitted to coapmil@ucsf.edu

Customer Service:

[Travel & Entertainment](#) website
CO Solution Center Phone 415-476-2126
CO Solution Center email address COSolutionCenter@ucsf.edu

More Information:

Review the entire [UC policy BUS-79](#) at the UCOP website

[Meeting & Entertainment Planning Guide](#)

[BearBuy Meeting & Entertainment Payment Request Form Overview](#)