

UC Davis Policy and Procedure Manual

Chapter 330, Financial Management and Services

Section 80, Entertainment and Hospitality with University-Controlled Funds

Date: 4/7/15

Supersedes: 2/19/09

Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions

I. Purpose

This section outlines policy and procedures governing the manner and extent to which the University may extend hospitality for business purposes. All policy and regulations contained in UC Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions, apply to the UC Davis Campus and UC Davis Health System. Additional regulations for UCDHS departments are available in UCDHS Hospital Policies and Procedures [Section 1833](#).

II. Definitions

- A. Additional information and definitions of terms used in this policy can be found in UC Business and Finance Bulletin (BFB) [BUS-79](#).
- B. Official host— a University employee or other individual who is the University's representative at an official business meeting, entertainment event, or other activity.
 - 1. The host is usually the University employee who holds the highest position within the University among those involved in planning the event.
 - 2. The individual coordinating an event (e.g., making arrangements, ordering food, etc.) is not the host unless he or she is physically present at the event and acting in a capacity as the official host.

III. Policy

Expenses for entertainment and hospitality must be directly related to or associated with the active conduct of official University business as described in BFB BUS-79.

IV. Approval Authority

- A. Department heads must approve entertainment expenses that fall within the list of allowable events and per-person spending limits (see [BUS-79](#) Exhibit A). This authority generally should not be redelegated (see Section [330-10](#) for restrictions on reassigning approval authority).
- B. Department heads cannot approve their own entertainment expenses. If the department head is the official host, the individual to whom he/she directly reports must approve the entertainment expense.
- C. Expenditures on the Davis campus requiring additional or exceptional approval must be approved by one of the following positions:
 - 1. Vice Chancellor—Finance and Resource Management.
 - 2. Associate Vice Chancellor—Finance/Controller.
 - 3. Manager—Accounts Payable.
 - 4. Assistant Manager—Accounts Payable.
- D. Expenditures at UCDHS requiring additional or exceptional approval must be approved by one of the following positions:

1. Vice Chancellor—Human Health Sciences/Dean—School of Medicine.
 2. Chief Executive Officer—Hospital and Clinics.
 3. Chief Financial Officer.
 4. Executive Associate Dean—Administration/Clinical Outreach—School of Medicine.
- E. The Chancellor must approve all expenses in excess of 200% of the allowable per-person rate.
- F. The Associate Vice Chancellor—Finance/Controller approves entertainment reimbursement expenses for the Chancellor.

In the absence of the Vice Chancellor—Finance/Controller, the Director—Internal Audit Services is authorized to approve these expenses.

V. Roles and Responsibilities

- A. The Official Host is responsible for:
1. Verifying that the expenditure is the best choice among the alternatives available to achieve the desired business objective.
 2. Securing any advance approvals required by the hosting department for the event.
 3. Reimbursing any expenses charged to the University that are later disapproved by the department head/authorized approver.
- B. The Entertainment Expense report preparer is responsible for:
1. Verifying that all parts of the report are completed.
 2. Verifying that appropriate supporting documentation is submitted for review.
 3. Verifying that the business purpose of the entertainment is adequately described.
- C. The Account Manager (or Fiscal Officer) is responsible for:
1. Verifying that the expense is allowable under the fund source.
 2. Verifying that funds are available for the expense.
- D. The Department Head (or equivalent authority) is responsible for:
1. Determining if the cost is reasonable, cost effective, and is the best use of public funds.
 2. Verifying the legitimacy of the business purpose and determining that the expense supports the mission of the University.
 3. Disapproving any reimbursement requests that do not meet the requirements of this policy.

VI. Alcoholic Beverages

- A. Serving alcoholic beverages at a University sponsored event requires a UCD Permit to Serve Alcoholic Beverages (see [Section 270-21](#)).
- B. Expenditures for alcoholic beverages cannot be charged to state or federal funds.

VII. Further Information

Questions on this policy should be directed to the Travel and Entertainment Help Desk at travelhelp@ucdavis.edu.

VIII. References and Related Policies

- A. UC Business and Finance Bulletins (<http://policy.ucop.edu/>):

1. BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions.
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
1. Section 270-20, Use and Reservation of University Properties and Event Arrangements.
 2. Section 270-21, Consumption of Alcoholic Beverages.
 3. Section 330-10, Approval Authorization.