



Entertainment Reimbursement Checklist

Please submit the completed Entertainment Reimbursement Checklist to Procurement Analyst (Maggie Davis) within **5 business days** of the event to ensure timely processing of your reimbursement.

Payee Name:

Event Host Name (If applicable):

Business Purpose:

Location:

Event Date:

Event Time (start/end):

Number of Attendees:

Attendee List

Please enumerate list. Large lists should be alphabetized to prevent duplication.
Please indicate affiliation of non-UCI attendees.

Original Receipt(s)

Need to show proof of payment (shows last four digits of credit card).
Photocopies are not accepted by BioSci Dean's office.
Please tape four corners of the original receipts securely on paper.

Event invitation, announcement and/or flyer

Alcohol Served

Permit required if served on-campus.
Please clearly mark alcoholic items on receipt.

Corporate Card Payment

KFS Account

Total

PI Approval



Entertainment (ENT) Reimbursement Guidelines/Workflow

The Entertainment Reimbursement (ENT) allows users to reimburse expenses for employees or vendors for programmatic activities, business meetings, recruitments, or events. [Click here](#) for more information on what is reimbursable. Payments may be processed either by check or EFT.

Important things to keep in mind:

- All Entertainment reimbursements must be approved by the PI prior to the expense.
- Expenses cannot be claimed when they personally benefit the host or other university employees. A legitimate University business need must always exist in order to claim entertainment expenses and must be documented appropriately.
- Acceptable proof of payment is credit card, cash, or check. Reimbursements are approved for employee hosted, guest meetings - individual employee meals will not be reimbursed.
- Not Reimbursable Under any Policy: 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) are not considered official entertainment and are not reimbursable.

PROCESS:

1. Fill out the Entertainment (ENT) Reimbursement Checklist. Ask your PI to sign it and assign the KFS account number that will cover your expenses.
2. Submit the completed Entertainment (ENT) Reimbursement Checklist and all itemized receipts to your Procurement Analyst, Maggie Davis (margarrd@uci.edu) via email (preferred method) within **5 business days** of expense to ensure timely processing of your reimbursement. Please note that failure to submit items as outlined in this document may lead to longer processing times.
3. Original and itemized receipts are required for all expenses. All receipts need to show proof of purchase. Tape down all four sides of a receipt on an 8.5x11 sheet of or attach receipts as PDF/photos to your email if sending electronically. Do not staple the documents. White out all personal information such as home address, credit card number, SSN, and employee ID number.
4. The cost of light refreshments or meals is reimbursable when it falls under one of the following activities:
 - **Business Meetings –**
 - Meals provided to employees, visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where there is a valid business purpose for the meeting.
 - The meeting must have at least one UC Irvine employee present.
 - Note: When two or more employees choose to dine together in order to continue business, or when a meeting can be scheduled during regular working hours, reimbursement for the meal is not allowed.
 - **Programmatic Activities –**
 - Meals provided to volunteers and research subjects (clinical trials)
 - Class, study hall, or other academic-based activities
 - Student orientation programs, commencement exercises, and similar activities
 - Student government meetings, association meetings, or other student meetings
 - **Recruitment –**
 - Meals provided to prospective employees
 - Meals associated with the recruitment of student athletes and scholars
 - **On-the-Job Meals –**
 - Employee is required to be on site in connection with a University business purpose
 - Meals provided to volunteers and research subjects (clinical trials)
 - **Standard Entertainment Involving a Guest-Host Relationship –**
 - Hosting prospective donors to generate goodwill
 - Hosting official guests, including:

- Visitors from other universities
 - Members of the community
 - Employees visiting from another work location
 - Recruitment, where expenses are either:
 - Funded from a source designated for graduate student, athletic, or professional recruitment
 - Related to recruitment for positions requiring specialized training or specialized professional, technical, or administrative experience
 - Receptions in conjunction with conferences (receptions not included in the registration fee)
5. **Employee Morale-Building Activities** – Meals provided to employees as part of morale-building activity, including retirement and recognition receptions, etc., require additional approval.
6. You will be Required to Log Into KFS and certify your Entertainment reimbursement. You should get an email from the system when the reimbursement is routed to you for certification (unless you have turned off email notification in which case, you will just need to check your [KFS action list](#)). In some instances, a Host Certification or Non-Employee Host Certification form may be required. Procurement Analyst will request signature as needed.
7. **WORKFLOW:** Please allow up to three weeks of submission to receive your travel reimbursement.
- NBB Procurement Analyst will initiate Entertainment Reimbursement into KFS.
 - BioSci Finance Analyst will review and approve.
 - Payee will certify and approve.
 - BioSci Fiscal Officer will review and approve.
 - NBB Department Administrator will review and approve.
 - Travel Accounting will have final review and approval.
 - If exceptional approval needed, will be routed to BioSci Dean.

If you have any questions, please contact NBB Department Procurement Analyst, Maggie Davis (margarrd@uci.edu).