

## ENTERTAINMENT EXPENSE VOUCHER

If the vendor accepts credit cards, please utilize the Travel and Entertainment card instead of this form.					
[* = Required]					
Refer to UCD PPM Section 330-80, Entertainment, and UC Business and Finance Bulletin 79 for entertainment policy and allowance.					
<b>*Payee Name &amp; Address:</b>			<b>*Event Business Purpose:</b> (Include official university business reason/purpose of event and all agendas and programs.)		
<b>Number of invited participants:</b>			<b>Date(s) entertainment occurred:</b>		
*Attach a list of attendees containing name, title, and UCD affiliation (specify Guest, Employee, or Spouse), or provide other equivalent documentation (i.e., flyer or invitation) for an "open invite" event.					
*Expense Type: (Per person meal limits include food, beverage and any applicable taxes, tips and service fees.)					
Breakfast \$27.00	Lunch \$47.00	Dinner \$81.00	Light Refreshments \$19.00	Other	
<b>Departmental Accounting Information:</b>					
Chart:	Account:	Sub-account:	Object:	Sub-Object:	Project:
<b>Other Related Expenses:</b> Enter "None" if there are no related expenses					
*KFS Document #:			*MyTravel RK #:		
<input type="checkbox"/> <b>AVC Finance Approval</b> - Check box and provide justification for morale building events, over entertainment meal limit, show tickets, spouse/domestic partner attendance:					
<b>Certification by Host:</b> I hereby certify that the above is a true statement of entertainment expenses incurred, in accordance with the rules of the University of California, and that such entertainment was for official university business. <i>Host's signature is required for: donor related events, morale building events, recruitment, show tickets, and meals for spouse/domestic partner.</i>					
Host Signature:			Date:		
Printed Name:			Dept.:		
<b>Department Head Authorization:</b> Enter "See KFS" in lieu of a signature if dept. approval is attained in KFS routing.					
*Signature:			*Date:		
*Printed Name & Title:			*Dept.:		
<b>Form prepared by:</b>					
*Name:			*Email:		