

January 14, 2009

VICE PROVOSTS, DEANS, UNIVERSITY LIBRARIAN, ASSOCIATE VICE CHANCELLOR-IST,  
AND DIRECTORS:

Reimbursement for entertainment expenses incurred in the active conduct of official University business is governed by Business and Finance Bulletin BUS – 79 (<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>). The expenditure of funds for entertainment should be cost effective and in accordance with the best use of public funds.

This directive is supplemental to the entertainment policy and supersedes the memo dated September 27, 2006. It describes applicable entertainment limits and reimbursement procedures for expenses submitted by you to me for approval. Please note that per changes in BUS 79, there is no longer a need for prior approval of exceptional entertainment expenses and in addition, I have dropped the two-bid requirement for catering services.

A. Events that involve only University employees should adhere to the allowable limits set by University policy:

Breakfast:	\$26/person
Lunch:	\$38/person
Dinner:	\$64/person
Light refreshment:	\$17/person

B. Exceptional entertainment expenses related to donor relations, faculty recruitment activities, and invited speakers may be reimbursed up to 50% above the standard limits and may be approved by you, providing that you are not the host:

Breakfast:	\$39/person
Lunch:	\$57/person
Dinner:	\$96/person
Light refreshment:	\$26/person

- The request for reimbursement of such expenses must include a written justification as to why the higher costs were unavoidable and necessary to achieve a valid University business need.
- Exceptional entertainment requests that are more than 200% above the standard limit require the approval of the Chancellor. I will review these requests before submitting them to the Chancellor for his signature.

This directive is effective January 19, 2009.

George W. Breslauer  
Executive Vice Chancellor &  
Provost

cc: Controller Ellis

Director of Audit Riley  
Disbursements Manager Schalck