



SUPPLY CHAIN MANAGEMENT

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.

*Payee Name & Address:	*Event Business Purpose: (Include official university business reason/purpose of event and all agendas and programs.)

Number of invited participants:	Date(s) entertainment occurred:
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*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
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Departmental Accounting Information:

Chart:	Account:	Sub-account:	Object:	Sub-Object:	Project:	Total:

Other Related Expenses: Enter "None" if there are no related expenses

*KFS Document #:	*AggieTravel RK #:

AVC Finance Approval - Check box and provide justification for morale building events, over entertainment meal limit, show tickets, spouse/domestic partner attendance:

Certification by Host: 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. *Host's signature is required for: donor related events, morale building events, recruitment, show tickets, and meals for spouse/domestic partner.*

Host Signature:	Date:
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Printed Name:	Dept.:
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Department Head Authorization: Enter "See KFS" in lieu of a signature if dept. approval is attained in KFS routing.

*Signature:	*Date:
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*Printed Name & Title:	*Dept.:
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Form prepared by:	
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*Name:	*Email:
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