



**PASC – UCSB  
Business Meeting and Entertainment  
Reimbursement Form**

Submit completed form along with all original receipts

Payee Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_ Event Location: \_\_\_\_\_

UC Employee:  Yes  No Event Host: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Type of Expense: Breakfast  Lunch   
 \_\_\_\_\_ Dinner  Light Refreshments   
 \_\_\_\_\_

Amount expected: \$ \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Please attach an Invite, Flyer, or Agenda related to this event

Business related purpose of the event: Select One

- Hospitality for a visiting speaker, honored guest or prospective donors
- Business Meeting of employees to conduct official University business
- Social expenses (welcome reception for incoming students, year-end reception)
- Recruitment expenses for faculty and graduate students
- Other: \_\_\_\_\_

Business Purpose Description: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

List Name/s, Title, Occupation or Group Affiliation relevant to business purpose. (Or attach list)

*\*Meals provided to a spouse, domestic partner, or other partner is an exception and requires additional approval*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

I certify that the above is a true statement and that these expenses were incurred by me for an official University business purpose.

\_\_\_\_\_  
 Signature Date Print name and title

**Maximum Per Person Expenditure:  
 Breakfast \$26, Lunch \$45, Dinner \$78, Light Refreshments \$18**

*\*Please note that in order to process expenses and per the Accounting Department guidelines, receipts turned in must be itemized.  
 Receipts that are not itemized may cause a reimbursement to be denied.*