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 $27, Lunch $47, Dinner $81, Light Refreshments $19

*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.