



**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.*