Entertainment Approval Checklist

Roles:
- The Event Expense Certifier (EEC) authorizes the validity and appropriateness of event or meeting expenses, the use of specified funds for the procurement and purchase of meals, refreshments, and other entertainment expenses, and authorizes payments and reimbursements.
- If the unit has an Event Order Approver (EOA), that person ensures that the Event Expense Certifier (EEC) complies with university and campus policies, including requirements associated with serving alcoholic beverages at Sponsored Events; and verifies that the required information has been provided on pre- and post-event documentation, advising the EEC and Event Host about policy and procedure issues related to the event. If there is no EOA in a unit, the EEC fulfills this role. The EOA typically fulfills the role of Org Approver in CruzBuy.

Delegated Authority level (per event):
- Determine if event requires standard level approval (in BAS this would be up to Team Leader delegated authority)
- Determine if event requires top-level approval (in BAS this would be up to Team Leader delegated authority). Includes:
  - employee morale such as staff appreciation or retirement,
  - alcohol being served or consumed – incl. donated,
  - tickets being purchased,
  - spouse/partner/family invited, or
  - per person maximum rates exceeded
- In BAS, if the total entertainment event costs exceed Team Leader delegated authority (may include more than one meal or P.O. requisition), then VC BAS office will provide approval.

Event Type - Accounting Code:
Most common accounting codes used in BAS include:
- 1250 Employee Morale Building
- 1253 Student Event
- 1270 Business Meeting (includes employee training meetings)
- 1271 Recruitment
- 1272 On-the-Job Meals
  - Per policy (page 8), this is only applicable to certain staff. According to the IRS, categories of employees who might be subject to these circumstances include residence assistants in campus housing facilities, safety workers, parking attendants, and food service employees.
  - Employees attending a meeting or training during lunchtime is considered a Business Meeting (1270).

Per person meal cost:
Is it within the approved limits for the meal type?
- In CruzBuy, is the F&E form completed correctly, declaring the meal type and number of guests so that the per person cost can be ascertained? This should be spelled out clearly on the ERF.
- Are all the appropriate items (meal-related expenses only, per policy) included in the meal cost?
**Guest list and/or Event Flyer:**
- Is the guest list attached and does it conform to policy (meaning does it include name, title and affiliation for each guest)?
- Or is there an invitation flyer attached for a very large event in lieu of a guest list, per policy?

**Agenda:**
Is the agenda or something explaining the planned activities for the event (substantiating the business purpose of the event) attached?

**Funding source (fund number):**
Is an appropriate fund source for the event type being used, per policy?
- Unless specifically allowed under a sponsored award, federal funds may not be used to purchase entertainment.
- State funds or federal funds may not be used to pay for:
  - Events requiring top-level approval (including events that serve alcoholic beverages)

**Alcohol served:** Y / N - Yes indicates top-level approval necessary
- If yes, then are all the campus alcohol guidelines being followed and the Appendix A signed by the Host and attached to the requisition?
- Have security arrangements been made for events requiring it via the Event Assistance Form?

**Receipts for Entertainment Reporting Forms (ERFs):**
In addition to everything above, check that all required original itemized receipts or acceptable electronic receipts are included for reimbursements.
- Expenses of $75 or more per occasion must be supported by original itemized receipts, or acceptable electronic receipts, per policy. Receipts for a total occasion cost under $75 are not required and should not be included.
- Photocopies of receipts are not an acceptable substitute for original receipts, when required.

**Host signature:**
Is a host certification required, per policy, and if so, is it present?
- Events needing a host certification are limited to the following types per policy:
  - Employee morale (retirement, recognition, holiday gatherings, etc.)
  - Entertainment events held for social or recreational purposes (includes tickets being purchased, meals provided to spouse/partner/family, etc.)
  - Entertainment events held for the purpose of recruitment
  - Student outreach events also require a host signature (but BAS units don’t normally host this type of event)
- In CruzBuy, the host certification is collected later after the event is approved by the EEC, so be certain your unit has a process in place to collect this certification and attach it to the requisition after the event has taken place.

**Questions:**
Accounts Payable aphelp@ucsc.edu or Entertainment Help entertainmenthelp@ucsc.edu
Financial Affairs Help Line: 459-4488