

Travel and Entertainment Guide

This guide is intended to provide an overview of requirements for reporting travel and entertainment expenses for UC Davis Senior Management Group members. It also provides the proper procedures and typical problems for some common situations.

Required Documentation

Entertainment

The following supporting documentation is required for entertainment expenses:

- ☐ A list of attendees
- ☐ All receipts, original and itemized¹, for expenses of \$75 or more per occasion
- ☐ The host's signature - the employee representing the university by hosting a meeting, conference, or event; it is not necessarily the same person who is being reimbursed or coordinating the event
- ☐ Additional justification, in writing, is needed for the following:
 - the need for meals as part of a business meeting
 - spouse/domestic partner attendance
 - cash contributions
 - employee morale events

Travel

Original itemized receipts² are required for the following travel expenses:

- ☐ Airfare
- ☐ Car rental
- ☐ Lodging (including receipt for host gift over \$25)
- ☐ Expenses exceeding \$75, including local transportation, meals and incidental expenses (M&IE)

^{1,2} Credit card statements/receipts do not qualify as itemized receipts.

Required Approvals

Entertainment

UCD campus departments - Entertainment reimbursement requests for Deans and Vice Chancellors must be approved by the Offices of the Chancellor and Provost. Reimbursement requests for all other senior management must be approved by their Vice Chancellor. Exceptional expenses (see list below) must also be approved by the Associate Vice Chancellor (AVC) - Finance or delegate.

UCDHS departments – Entertainment reimbursement requests, and exceptional expenses (see list below), must be approved by the Vice Chancellor – Human Health Sciences/Dean – School of Medicine, Chief Executive Officer – Hospitals and Clinics, UCDHS Chief Financial Officer or Executive Associate Dean, Administration/Clinical Outreach – School of Medicine.

Travel

UCD campus departments – Travel reimbursement requests for Deans and Vice Chancellors must be approved by the Offices of the Chancellor and Provost, who may appoint a high level officer for this role. Reimbursement requests for all other senior management must be approved by their Vice Chancellor. If there are exceptional expenses (see list below), these must also be approved by the Associate Vice Chancellor (AVC) – Finance or delegate. In addition, monthly reports of Dean or Vice Chancellor’s travel, detailing the business purpose for each trip, will be reviewed and signed by the Executive Vice Chancellor’s office.

UCDHS departments – Travel reimbursement requests, and exceptional expenses (see list below), must be approved by the Vice Chancellor – Human Health Sciences/Dean – School of Medicine, Chief Executive Officer – Hospitals and Clinics, UCDHS Chief Financial Officer or Executive Associate Dean, Administration/ Clinical Outreach – School of Medicine.

Exceptional Travel and Entertainment Expenses

Entertainment

The following expenses require approval as exceptions to policy:

- ☐ Spouse/partner expenses
- ☐ Meals exceeding the per-person limits
- ☐ Employee morale or recognition activities
- ☐ Tickets to events
- ☐ Cash contributions included in fundraiser events

Travel

The following expenses require approval as exceptions to policy:

- ☐ Spouse/partner expenses
- ☐ M&IE exceeding the daily limits
- ☐ First and business class airfare³
- ☐ Rental car upgrades

³ Airfare upgrades are not considered exceptional if one of the following apply: it is the only class available, use of coach results in higher costs overall, travel is overnight with no opportunity for rest before commencement of work, or to reasonably accommodate a disability or medical need.

Common Situations

Situation:	Using campus/UCDMC food services for catering
Proper Procedures:	<ul style="list-style-type: none"> ▪ Submit itemized receipts with expense report ▪ Secure AVC – Finance approval for exceptional expenses
Common Problems:	<ul style="list-style-type: none"> ▪ Expenses not reported as Entertainment ▪ Not reviewed or approved by the Offices of the Chancellor and Provost (OCP) or Vice Chancellor (see Required Approvals, page 2)

Situation:	Purchasing Mondavi tickets for official university entertainment
Proper Procedures:	<ul style="list-style-type: none"> ▪ Use funding other than State funds ▪ Submit itemized receipts with expense report ▪ Secure AVC – Finance approval
Common Problems:	<ul style="list-style-type: none"> ▪ Expenses not reported as Entertainment ▪ Not receiving standard entertainment approvals (see page 2) ▪ Not obtaining AVC – Finance and other approvals as specified in policy (see Required Approvals, page 2) ▪ Purchases charged against State funds

Situation:	Reporting exceptional Entertainment expenses (see page 2 for a listing)
Proper Procedures:	<ul style="list-style-type: none"> ▪ Use funding other than State funds ▪ Submit itemized receipts with expense report ▪ Secure AVC – Finance approval for exceptional expenses
Common Problems:	<ul style="list-style-type: none"> ▪ Not obtaining AVC – Finance approval, and other approvals as specified in policy (see Required Approvals, page 2) ▪ Improperly reporting the type of event ▪ Not reporting alcohol, when part of the event ▪ Charging exceptional expenses to State funds

Situation:	Reporting exceptional Travel expenses (see page 2 for a listing)
Proper Procedures:	<ul style="list-style-type: none"> ▪ Use funding other than State funds ▪ Submit receipts required by policy with travel expense report ▪ Secure AVC – Finance approval for exceptional expenses
Common Problems:	<ul style="list-style-type: none"> ▪ Not obtaining AVC – Finance and other approvals as specified in policy (see Required Approvals, page 2) ▪ Charging exceptional expenses to State funds

Additional Resources

Entertainment policy:

- UCD - <http://manuals.ucdavis.edu/ppm/330/330-80.htm>
- UCOP - <http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>

Entertainment Help: <http://accounting.ucdavis.edu/Entertain/>

Guide to Entertaining: <http://accounting.ucdavis.edu/Entertain/EntertainPamph2006.pdf>

Alcohol Use policy: <http://manuals.ucdavis.edu/ppm/270/270-21.htm>

Travel policy:

- UCD - <http://manuals.ucdavis.edu/ppm/contents.htm#300>
- UCOP - <http://www.ucop.edu/ucophome/policies/bfb/g28.html>

Travel@UC Davis: <http://travel.ucdavis.edu/>

Guide to Domestic Travel: <http://travel.ucdavis.edu/TravelPamph2006.pdf>

Guide to Restrictions on Use of General Funds: <http://accounting/GA/GenFndRestrict.cfm>