P-Card Meeting and Entertainment Expenses Form

Note: Catering Expenses must be done via “America To Go” (ATG) portal

Name of Payee: ___________________________________________________________________

1. Type of expense (check one):
   □ Breakfast  □ Lunch  □ Dinner  □ Light Refreshments  □ Other (Please specify) ____________________________________________________

2. Please attach itemized receipts showing food/beverage ordered.

3. Nature of expense (check one):
   □ Administrative Meeting directly concerned with the welfare of the University. Meals are a necessary and integral part of the business meeting and not solely for personal convenience.
   □ Prospective Appointee to a position of a professional, technical or administrative nature. It travel allowance is provided to the interviewee, the allowance for this meal will be deducted from his or her travel claim.
   □ Official guest rendering a service to the University or is present at the University at the invitation of, or as a guest of, a person authorized to make expenditures of funds for the entertainment.
   □ Other events and expenditures ( Description and business purpose)

Comments: __________________________________________________________________________

4. Name(s) of official guests, prospective appointee, society, organization, or student group. (Attach a separate sheet to include more names) ____________________________________________
                                                                                       _______________________________________________________________________________

5. Number of participants: ___________ Date(s) of Event: ______________________________

6. Host Name: __________________________________________________________

7. Certification by Reviewer/Approver:
   The above expenses are within the guidelines of the University of California and that such entertainment/ administrative meeting was relative to official University business.

   Reviewer/Approver’s Name_________________________________________ Department Name________________________

8. Approval for Policy Exception (If Applicable):
   _____________________________ ______________________________
   Print Name                                                   Signature of Approving Authority

Note: Supporting Document for P-Card M&E Expenses – department is the office of record – make this form available when requested during audit or assessments.