

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. If 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 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.