

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 Refreshment

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: _____

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.

AUTHORIZING SIGNATURE

DATE

Signature

Date

Print name and title

**Maximum Per Person Expenditure:
Breakfast \$26, Lunch \$45, Dinner \$78, Light Refreshments \$18**