



Financial Policy Highlights:
Reimbursement/Payment for
Entertainment Expenses

(Policy 2.1.3 - Entertainment Expenses)

1. To qualify as entertainment, the purpose of the expenditure must be fundraising, promotion of the university, or entertainment for university guests.
2. Entertainment expenses are to be incurred by “designated university officials.” Designated university officials, for purposes of the Entertainment Policy, include deans, vice presidents, development offices, senior administrators and other employees asked to serve in a host capacity.
3. Meal and other entertainment expenses require pre-approval (<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>) by a senior vice president, vice president, dean or their designee if those expenses are in excess of \$75 per person per day or if the total estimated cost exceeds \$5,000.
4. If alcohol will be purchased, pre-approval by a senior vice president, vice president, dean or their designee (<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>) is required and proper funding is necessary for reimbursement. No alcohol can be purchased on a P-Card.
5. Reimbursement for entertainment expenses incurred while traveling, should be submitted on an A-114 and not included as part of the Travel Expense Report (A-113).
6. Receipts/invoices and other required documentation should be submitted with reimbursement/payment paperwork or kept with the P-Card statement. A P-Card may be used for entertainment expenses but cannot be used for alcohol purchases. If using a P-Card to pay for a meal while entertaining that includes alcohol purchases, ask for a separate bar bill.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.