

September 18, 2007

ASSOCIATE COLLEGE ADMINISTRATIVE OFFICERS
COLLEGE ADMINISTRATIVE OFFICERS
DIRECTORS
EXECUTIVE DIRECTORS

RE: Student Affairs Food & Entertainment/Student Event Meal
& Refreshment Policy

Dear Colleagues:

The Student Affairs Entertainment Policy has been updated to reflect UCOP and campus entertainment approval guidelines. The current campus-wide policy delegates the authority for entertainment approval from the Student Affairs Vice Chancellor to the Student Affairs Associate/Assistant Vice Chancellors. This authority can be further re-delegated with approval up to \$1,000. Highlights of the Student Affairs Division food & entertainment/student event meal approval process are as follows:

- The approval of Food & Entertainment/Student Event Meal & Refreshment expenses **over \$1,000** have been delegated to the appropriate Senior Officer, i.e. Vice Chancellor McGinty, Associate Vice Chancellor Scott, Associate Vice Chancellor Sifuentes and Assistant Vice Chancellor Herrera-Mahoney.
- Managers listed in Attachment A have the Food & Entertainment/Student Event Meal & Refreshment approval authorization up to \$1,000.
- Student Event Meal & Refreshment expenses are considered entertainment expenses by the campus, and require approval by appropriate managers designated in Attachment A.
- Attachment B summarizes the food & entertainment policy as it relates to business meetings, entertainment events and student event meal & refreshments, allowances and disallowances as well as UCOP Bus 79 <http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>.
- Student Event Meal & Refreshment expenses are considered entertainment expenses by the campus, and require approval by appropriate managers designated in Attachment A.
- For those who have been delegated with the 'implied approval' role via '**CruzBuy**' for food & entertainment orders (**not to exceed \$500**), Attachment A-1 will be provided to FAST and Accounting to assist in streamlining the approval process for non-CruzBuy orders (i.e., food & entertainment orders via recharges).

I hereby delegate to you the authority to approve expenditures of university funds for Student Affairs Food & Entertainment/Student Event Meal & Refreshment purposes. This delegation includes approval to use University funds for entertainment functions, business meetings, and other occasions when meals and/or light refreshments are served that fall within university entertainment policy, not to exceed \$1000. Please note that this does not include approval for exceptions to policy. These delegations are effective immediately, and may not be re-delegated.

It is important that this authority be exercised in conformance with the most recent campus policy governing entertainment. Please note, requests for **exceptions** to policy need to be submitted IN WRITING and IN ADVANCE of the expenditure for approval by the Vice Chancellor. The justification can be received and approved through email using Exceptions/Over \$1,000 approval request template form Attachment C.

All entertainment or exception to policy requests, and expenditure requests over \$1000 should include the following information (found in 'Exceptions/Over \$1,000 approval request' - Attachment C):

- Who will participate (include number of students/staff/administrators),
- What (Description of Event),
- When (Date of Event),
- Where (Location) and,
- Why (Purpose of Event)
- Justification as to why the higher costs were unavoidable and necessary to achieve a University business purpose.

Exceptions to Policy include, but are not limited, to the following:

- Exceeding the per person meal/light refreshment meal allowance.
- Exceeding the \$1,000 light refreshment/entertainment delegation.
- Missing original receipts or signature.
- *Reimbursement of the expenses incurred for the spouse of a guest or the official host.*
- *Activities such as faculty/staff picnics, holiday parties, employee recognition or length of service awards and retirement presentations for employees with at least five years of service.*
- *Tickets to entertainment or sporting events.*

Refer to Attachment B for a more detailed exception listing or UCOP Bus 79 <http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>.

The italicized items above are no longer considered exclusions by University Accounting Policies. However, the Student Affairs Division does not consider it appropriate to expend student fees as such, and will carefully review exception requests. We highly recommend that funds other than university funds be expended for these purposes.

The following are considered exclusions by University Accounting Policies, and will not be reimbursed:

- Meals furnished at administrative meeting if the meeting conveniently could have been held at other than a mealtime.
- Employee personal expenses such as birthdays, wedding, anniversaries, farewell gatherings, retirement celebrations for staff employees less than five years, illnesses, sympathy, Secretary's Day, etc. are not allowable entertainment expenses. *For more detail, refer to: <http://studentaffairs.ucsc.edu/staff/policy/docs/GiftPolicy.html>*

The senior administrative officer responsible for authorizing entertainment above \$1000 or requests for exception to policy, will consider the following issues:

- Are the meals/refreshments a necessary and integral part of a meeting directly concerned with University business?
- Does the event include the use of alcohol? (In general, use of alcohol for University

functions is discouraged, to avoid problems with substance abuse and liability issues.) Alcohol cannot be purchased with State Funds (19900), Registration Fee funds (20000 & 20360), Auxiliary Enterprises funds (70xx-70500) or Student Facilities funds (70600).

- Do the meals/refreshments exceed maximum allowable per person amounts? If so, why?
- Are expenditures for meals and light refreshments reasonable, cost effective, and in accordance with the best use of public funds?

Alcoholic Beverages: The purchase of alcohol is not considered an exceptional expense under UC policy. The serving of alcoholic beverages in a campus facility requires senior officer approval on the permit request. The serving/consumption of alcoholic beverages outside of the campus does not.

Please review the policy and attached documents carefully and note the constraints imposed. The approval of entertainment expenses should always take into consideration whether expenses are cost effective and in accordance with the best use of public funds.

The UCOP Entertainment policy is located at:
<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>.

The UC Santa Cruz Entertainment Policy is located at:
<http://finaff.ucsc.edu/ap/pgms/entertainment.htm>.

A copy of this document will be available on the Student Affairs web page at:
<http://studentaffairs.ucsc.edu/staff/policy/>

If you have any questions regarding the above, please contact Assistant Vice Chancellor, Elise Herrera-Mahoney at ext. 9-4448, or our Principal Budget Analyst Denise Onitsuka at ext. 9-5366.

Sincerely,

Elise Herrera-Mahoney
Assistant Vice Chancellor

On behalf of
Felicia McGinty
Vice Chancellor

ecc: Internal Audit Director Gail
Associate Vice Chancellor Scott
Associate Vice Chancellor Sifuentes
Assistant Vice Chancellor Lew
Accounting Director MacFarlane
Manager Kling
Principal Budget Analyst Onitsuka