

UCLA ENTERTAINMENT REIMBURSEMENT POLICIES AND PROCEDURES

Entertainment reimbursements must be approved by UCLA Travel and are almost always for meals or light refreshments. Here is some helpful information about the conditions under which UCLA Travel allows such expenditures to be reimbursed (available at <http://ucla.in/1chQuRS>):

WHEN to submit for reimbursement:

- When you are hosting or sponsoring a meeting of a learned society or organization;
- When you are hosting official Department guests or prospective appointees for positions. (Please note that an official guest is defined as a person not otherwise employed or compensated by the University who renders a service to the University or is present at the University at the invitation of or as a guest of the person authorized to approve the expenditure.)
- When meetings of an administrative nature are held which are directly concerned with the welfare of the Department. (The meal must be a necessary and integral part of the business meeting.)
- When meetings between Department faculty or administrators and students are held.

HOW to submit for reimbursement:

- Complete the Entertainment Reimbursement Form ([click here](#));
- Attach original itemized receipt;
- Attach a list of guests and their affiliation.
- Submit form and attachments to Diana Fonseca in 6275 Bunche Hall.

MAXIMUM reimbursable amount:

- For Breakfast: \$26 maximum per person
- For Lunch: \$45 maximum per person
- For Dinner: \$78 maximum per person
- For Light Refreshments: \$18 maximum per person

Please note that these maximums include beverages and alcohol.

For questions or additional information, please contact Diana Fonseca at Fonseca@history.ucla.edu or 310-206-2903.