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| --- | --- |
| Entertainment Reimbursement Checklist |  |
| **Business Services will provide a form- you will need to gather information to complete the form** |  |
| **Department Responsible for the following:** |  |
| Host: PI: |
| Account #  |  |
| Event location: |  |
| Requested by: |  |
| Mailing address:  |  |
| Email address and phone number |  |
| Obtain Approval from : PI and Account Manager  |  |
| Purpose: Benefit to university must be clear  |  |
| Type of Expense (Breakfast, Lunch, Dinner or light refreshments) |  |
| Type of Entertainment (Administrative meeting, Prospective Appointee, Official Guest or Faculty/ Staff/Student meeting |  |
| When did event occur? |  |
| Meals: Alcohol expenses acceptable for account obtain account manager approval or obtain different account |  |
| Make sure all expenses are acceptable per university policy (http://manuals.ucdavis.edu/ppm/330/330-80.pdf) |  |
| Are all expenses and information entered into MyTravel  |  |
| Submit Host Certification (HC) for social/recruitment:  |  |
| Submit Non-employee cert (NEC) if needed |  |
| Submit Missing Receipt Declaration (MRD) w/signatures if needed  |  |
| All required receipts: itemized and legible shows method of payment dates  |  |
| Submit: All Receipts and any supporting documents (Agenda, Invitation, Email, Etc.), submit list of attendees |  |
| All credit card numbers (except last 4 digits), social security numbers or any other sensitive information has been blacked out on all documents |  |
|  |  |
| **Business Services Responsible for the following:** |  |
| **Business Services receives request -**  |  |
| **Business Services reviews to make sure all information is included-will call requestor if more information is needed** |  |
| **Business Services to Obtain Approvals** |  |
| **Within 48 hours process reimbursement request** |  |
| **Routes thru to Aggie Travel** |  |
| **Allow 2- 3 weeks for processing if all approvals are in order and not returned to Business Services. If returned Business** **Services will resubmit with corrections. Allow additional 10 days for complete approval** |  |