

Social Sciences Policy for Entertainment and Related Reimbursements

Please submit your Direct Pay, Top-Level Pre-Approval, or Entertainment Reimbursement (ERF) forms and original itemized receipts to your Research Analyst or Division Financial Analyst.

Entertainment "Top-Level" EEC Pre-Approval: Advance email approval from the Dean (copy to Assist Dean, Planning and Finance) is required for the following:

- **Alcohol** Served or Consumed (including donated)
 - [Alcohol Appendix A](#) form must be on file in the Dean's Office ([see below](#))
 - Campus Police must be notified at police@ucsc.edu when there are 50 or more invited participants for all events held on campus where alcohol will be served.
 - [Social Sciences Division Alcohol Policy Fact Sheet](#)
- Meals provided to a spouse, domestic partner, or family member of business attendee.
- Exceeding the per-person campus meal limit. Limits can be found at: https://financial.ucsc.edu/Pages/Entertainment_EventExpenseGuide.aspx#entertainment_allowable.
- Employee morale-building activity, including retirement and recognition receptions.
- Event where cash contributions are included in the cost.
- Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.

Alcohol Appendix A required Form:

A signed copy of [Appendix A](#) of [EVC001](#), the "Best Practices for Serving Alcoholic Beverages Free of Charge at UCSC Sponsored Events," must be on file in the Dean's Office for all hosts of UCSC sponsored events in which alcohol will be served free of charge. The form must be updated annually, but is good for all occurrences within one year. Send the signed original form to the Social Sciences Dean's Office.

An Entertainment Reporting Form (ERF) must be completed for:

- All reimbursements for meals or light refreshments.
- All campus dining services (excludes Campus Catering)
- *Exception: If payments are only made with a CruzBuy PO only, no ERF is required.*
- Login to [Financial Affairs Dashboard](#) to create an ERF

Expense Tracking Number must be used for multiple expenses tied to a single event:

- An Expense Tracking Number is **ONLY** needed when there are multiple CruzBuy requisitions or when requisitions are combined with other reimbursements or recharges for a meal or an event where meals are served. This number is cross-referenced on each of the transactions to track the per-person meal expense.
- Allowable Expense Tracking Number options can be found at: https://financial.ucsc.edu/Pages/Entertainment_AtAGlance.aspx

For Questions or Assistance:

- Financial Affairs at entertainmenthelp@ucsc.edu

- [Entertainment, Business Meeting, and Other Events Expense Guide](#)
- Please contact the [FAST/ Accounts Payable office](#) for information or assistance with a specific reimbursement.

See Also

- [Top-level Event Expense Certification \(EEC\)](#)
- [Financial Affairs Dashboard Login](#)
- [Campus Alcohol Policy EVC001](#)
- [Financial Affairs FAST / Accounts Payable](#)
- [Financial Affairs Entertainment & Events Homepage](#)