



## What is Entertainment?

**Summary:** At UC Davis, “entertainment” is the provision of meals or light refreshments for a bona fide UC Davis business purpose, with no personal benefit to the host or other University employees.

Entertainment has a guest-host relationship, in which an official guest or guests attend an event, at the invitation of a UC Davis host, for a business purpose. Although administrative meetings might not typically include a guest-host relationship, they too may incur allowable expenses under the Entertainment policy.

The UC Davis business purpose of the entertainment event must be clearly and explicitly indicated (e.g., “Lunch for volunteers assisting with the University-hosted Olive Oil conference”).

This information is also available on the Entertainment Web site at <http://travel.ucdavis.edu/entertainment/>.

### **Additional Approval vs. Exceptions to policy**

(<http://travel.ucdavis.edu/entertainment/exceptional.cfm>): Both are granted by the Associate Vice Chancellor of Finance or designee.

Additional approval by the Associate Vice Chancellor of Finance is required for certain Entertainment Events even though the events fall under allowable entertainment. This includes:

- Entertainment of the spouse, domestic partner, other partner, or family members of the official host or guest.
- Tickets purchased for a guest or guests by a host to a sporting, theatrical, or musical event for the purpose of stewardship.
- A cash contribution which includes the cost of a meal or registration fee made to a nonprofit organization in connection with an employee’s attendance at a fundraising or community event.
- Employee morale building and employee recognition events.

Exceptions to policy require a written justification for the request and are necessary if a host has a need to exceed policy limits. For example, if the per person maximum allowance is exceeded, a justification is required that fully explains why the higher cost was unavoidable (e.g., Dietary requirement of the guest required a higher cost meal). Ambiguous or self-descriptive justifications will delay or prevent payment (e.g., “Meal costs exceeded maximum per-person dinner rate”).

Use the following table to help you determine if an event is covered under the entertainment policy, and if so, whether it is an event that requires a host certification or additional approval. There are also additional examples to help you. *Note:* The events listed are examples and not an all-inclusive list.

**ENTERTAINMENT:**

Activity Covered by Entertainment Policy	Host Certification Required	Additional Approval Required by AVC-Finance
<b>Business Meetings</b>		
Meals provided to employees, visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where there is a valid business purpose for the meeting. The meeting must have at least one employee present.	No	No
<b>Programmatic Activities</b>		
Meals provided to volunteers and research subjects (clinical trials).	No	No
Athletic team meals, including training-table meals, game-related meals, and occasional meals provided in accordance with NCAA rules.	No	No
Class, study hall, or other academic-based activities.	No	No
Student orientation programs, commencement exercises, and similar activities.	No	No
Student government meetings, association meetings, or other student meetings.	No	No
<b>Recruitment</b>		
Meals provided to prospective employees.	Yes	No
Meals associated with the recruitment of student athletes and scholars.	Yes	No
<b>Employee Morale-Building Activities</b>		
Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc.	Yes	Yes
<b>On-the-Job Meals</b>		
Meals provided to an employee during work hours as a requirement of the employee's job (BFB G-32 applies).	No	No
<b>Entertainment – Social or Recreational in Support of University Mission</b>		
Meals provided to prospective donors	Yes	No
Meals provided to the spouse of a prospective donor	Yes	Yes
Meals provided to visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where the purpose of the activity is social or recreational.	Yes	No
Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.	Yes	Yes

Meals provided to a spouse, domestic partner, or other partner.	Yes	Yes
Cash contributions related to an entertainment event.	Yes	Yes

There are certain events that are similar to those covered by the Entertainment Policy, but which are **not Entertainment** at all. See Below:

**NOT ENTERTAINMENT:**

Activity Not Covered by Entertainment Policy	Host Certification Required	Additional Approval Required by AVC-Finance
<b>Picnic Day</b>		
Open to the public, event serves a clear University business purpose, but participants will make a financial contribution, pay to attend and/or will purchase food at the event (Picnic Day)	No	No
<b>Job Fair</b>		
Job or Recruitment Fair, open to the public, Candy or light refreshments are provided as incidental enticements and are not necessary for the business purpose of recruitment.	No	No
<b>Paying for Oneself</b>		
Payment for oneself to attend and represent the University at a University or community event (A Dean purchasing a ticket to the Chancellor's Laureate Dinner for herself in order to represent her department).	No	No

**Do you still have questions?**

**Do you want to know how to make payment for the various Entertainment and Non-entertainment expenses listed above?**

**See the examples below.**

Consider these additional examples to help you determine your type of event and how to pay for them. Additional information is also available on the Travel & Entertainment Web site at <http://travel.ucdavis.edu/entertainment/occasions.cfm>.

#### **Allowable Departmental or divisional Entertainment events:**

**Employee morale event:** A department plans a holiday celebration that is open to staff, faculty, and their spouses or partners. Costs will include venue rental, dinner, and decor.

##### **Allowable entertainment event**

**Notes:** Entertainment policy applies due to the business purpose of the event. A holiday gathering is allowable entertainment but does require additional approval from the AVC-Finance due to the morale building nature of the event and for the entertainment of the spouses/partners. The per-person maximum applies to the cost of the meal including tax and tip.

**Payment Methods allowed:** Host may use corporate card, MyTravel Advance payment to vendors prior to event, payment directly to Sodexo post event or personal funds reimbursed post event based on actual expenses. All expenses must be accounted for in **MyTravel** (<https://mytravel.ucdavis.edu>). Additionally an EEV payment to vendor post event may be paid on a paper report.

**Donor Stewardship:** A Dean takes a married couple to a show at the Mondavi Center and then to dinner after the show.

##### **Allowable entertainment event**

**Notes:** The guests are potential donors to the University. The expense incurred by the Dean for the cost of the tickets and the meal for himself and the couple is reimbursable to him under the Entertainment policy. The purchase of the tickets requires additional approval from the AVC-Finance.

**Payment Methods allowed:** Host may use corporate card or personal funds reimbursed post event based on actual expenses. All expenses must be accounted for in **MyTravel** (<https://mytravel.ucdavis.edu>).

**Seminar with guest lecturer:** A department plans a seminar with guest speaker(s). This seminar is open door but certain UCD schools have been targeted with flyers for the event. Light refreshments will be served.

##### **Allowable Entertainment event**

**Notes:** There is a host/guest relationship, but due to the casual invitation, no attendee list is required; a copy of the flyer will suffice as evidence. No entrance fee is charged.

**Payment Methods allowed:** Host may use corporate card, MyTravel Advance payment to vendors prior to event, payment directly to Sodexo post event, or personal funds reimbursed post event based on actual expenses. All expenses must be accounted for in **MyTravel**

(<https://mytravel.ucdavis.edu>). EEV payment to vendor post event may be paid on a paper report.

**Employee pays for herself and others from her staff to attend the University event open to UCD staff and select participants outside of UCD:** A Department head buys tickets for herself and her staff to attend the campus-wide TGFS luncheon in order to boost employee morale.

**Allowable Entertainment Event**

**Notes:** There is a host/guest relationship which determines that this is entertainment. There are tickets purchased and the intent of hosting these employees to the luncheon is to boost morale. Additional approval by the AVC-Finance is required. Attendee list is required.

**Payment Methods allowed:** Host may use corporate card or personal funds reimbursed post event based on actual expenses. All expenses must be accounted for in **MyTravel** (<https://mytravel.ucdavis.edu>).

**Not Entertainment:**

**Individual paying for himself to attend community or University event on University behalf:** A Vice Chancellor pays the fee for himself to attend a local community event in order to promote goodwill on behalf of the University.

**Not an entertainment event**

**Notes:** There is no host/guest relationship so this is not entertainment and entertainment policy with regard to tickets and/or meal dollar limits would not apply.

**Payment Methods allowed:** Employee may use personal funds reimbursed post event based on actual expenses via a Direct Charge document. This would be considered a department business expense. Also, if available this may be paid for by Interdepartmental Bill if the venue can do so.

**Note:** *The employee may use his corporate card despite the fact that this is not Entertainment. We have granted a blanket approval for the use of corporate cards to be used in these non-entertainment/travel circumstances. However, all expenses still must be accounted for in **MyTravel** (<https://mytravel.ucdavis.edu>) so that the A/P office can make payment directly to US Bank and a comment must be entered in MyTravel to notify approvers this is not an entertainment event.*

**Fund-raising event:** A department plans an open-invitation fundraiser. The event is open to the public and an entrance fee is charged to all who attend.

**Not an entertainment event**

**Notes:** Due to the purpose and participants and no host/guest relationship, entertainment policy does not apply.

**Payment Methods allowed:** Purchasing policy and procedures apply.

**Picnic Day:** A campus department sets up a display with candy or light refreshments for Picnic Day. The Department head purchased 6 lbs. of candy to have at the display in order to entice visitors.

**Not an entertainment event**

**Notes:** There is no host/guest relationship so this is not entertainment and entertainment policy with regard to tickets and/or meal dollar limits would not apply.

**Payment Methods allowed:** Purchasing policy and procedures apply.

If you have any questions, please use the Help Request Form available at <http://travel.ucdavis.edu/gethelp/>. You can also contact the Help Desk at:

UCD T&E Help Desk (530) 757-8888 [mytravel@ucdavis.edu](mailto:mytravel@ucdavis.edu)  
UCDHS T&E Help Desk (916) 734-9168 [mytravel@ucdmc.ucdavis.edu](mailto:mytravel@ucdmc.ucdavis.edu)