UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

APPROVAL REQUEST ADDITIONAL/EXCEPTIONAL ENTERTAINMENT

Event Information:

Type of Entertainment: *(check applicable boxes)*

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Light Refreshments
- ☐ Other:

Event Description: *(check applicable boxes)*

- ☐ Cooperative Extension Public Education Meeting
- ☐ Search/Interview Committee
- ☐ Faculty/Staff meeting – (light refreshments only)
- ☐ Administrative meeting directly concerned with the welfare of the University. Meals are an integral part of the business meeting and not for personal convenience.

Date of Event:

Number of Attendees:

Amount Requested:

Business Purpose:

Name/Description of Event & Audience:

Account Number: (Entity (3310) - Fund - Financial Dept/Expenditure Org - Account - Purpose - Program- Activity - Task - Award)
3310

Pre-approval for the following exceptional entertainment event is requested:

- ☐ Event is for morale-building or recognition of UC employees or official UC volunteers*
- ☐ Event will include alcohol service (not an allowable use of state, federal or contract & grant funds), please attach permit
- ☐ Event will include spouses or domestic partners of guests or host
- ☐ Event will exceed the allowable per person amount as established by UC policy

Provide a detailed explanation for the exceptional request:

Date:

County/Admin/Prog/Unit:

Preparer Name:

Email Address:

Approvals: *I certify that the above is a true statement of the facts which justify the planned exceptional entertainment expenses.*

Host: _________________________ *(date)*

Director: _________________________ *(date)*

☐ **APPROVED** ☐ **DISAPPROVED**

BOC Director Review
(as needed)

Controller/AVP Business Operations (Name) (Signature) *(date)*

Initals

Complete form, print, sign, & forward to the UC ANR Business Operations Center (BOC) to initiate approval from the UC ANR Controller. The approved form will be returned to originating requester to be included with the AggieExpense Report or with the Check Request Entertainment Vendor Payment.
**See Pages 2 and 3 for UC ANR Approval Request Guidelines, which includes policy requirements and the related June 2026 memo.*

UC ANR Approval Request Guidelines

1.Approval Request Form

Guidelines

- **Business Purpose:** Explain why the event is University-related (e.g., morale-building, recognition, official meeting, etc.).
- **Host** is the employee hosting the event. **Director** is the supervisor of the Host.
- **Provide Explanation of the Exceptional Request**: Provide a clear explanation of why the request qualifies as an exception, with specific reference to the requirements outlined in Item 2 below. These requirements will be used in evaluating and determining whether the request should be approved.

2. General Approval Requirements for Reimbursement

Per BUS-79, approving authority must determine that:

- The expenditure serves a clear and necessary business purpose or benefit to the University;
- The expenditure of funds is reasonable, cost effective, and in accordance with the best use of University-administered funds;
- The expenditure does not create taxable income for an employee or student;
- Funds are available and the expenditure is allowable under the specified fund source, and
- Any alternatives that would have been equally effective in accomplishing the desired objectives were considered.

3. UC ANR Morale-building and Employee Non-cash Awards Memo – June 2026

Dear Directors,

I would like to remind you about UC ANR's use of funds for morale-building events and employee non-cash awards. In addition to following UC policy, all recognition and morale-building activity expenses must be reasonable, necessary, fiscally prudent, within departmental budget limitations, and consistent with our shared fiduciary responsibility to ensure the best use of public and University-administered funds.

- **Morale-Building Events (Requires Pre-Approval)**

UC ANR funds may pay for or reimburse costs for meals or light refreshments associated with official employee morale-building and appreciation activities that serve a University business purpose. Morale-building events include employee retirement, recognition receptions for employees and volunteers, new employee meet-and-greets, and holiday gatherings per the policy requirements of BUS-79 (reference below).

For example, a department may provide light refreshments for a retirement reception honoring an employee separating from University employment after at least five years of service, provided the event remains within policy expenditure limits and receives the required approvals.

All events must comply with the per-person meal expenditure limits shown in Appendix A of BUS-79. In alignment with UC policy and UC ANR best practices, departments should limit morale-building expenditures to the light refreshment rate whenever feasible. Failure to obtain the required pre-approval from the Controller's Office may result in additional administrative review and denial of reimbursement.

These requirements apply to all ANR funds, regardless of fund type or source, and do not expire. UC ANR will continue to review the use of funds and related policies, procedures, and activities to support adherence to requirements.

See the Exceptional Entertainment Request Form on the Business Operations Center Forms Website (reference below) to request pre-approval.

- **Employee Non-Cash Awards (e.g., Gift Cards)**

Employee recognition awards should only be provided within an established recognition program (such as Spot Awards) and based on objective criteria. These non-cash recognition awards should only be given for "exemplary performance" (e.g., a special project above and beyond the normal scope of an employee's job). Gift cards should not be purchased with UC ANR funds for distribution to employees as recognition for work within the normal scope of their employment; especially during the holidays as it will be considered taxable income (e.g., a bonus).

- **Fund Source Restrictions**

State funds (start-up, salary cost recovery, general program) or federal funds (program support/PDSL and general support/CEGS) cannot be used for either morale-building events or gift cards.

Note: Business meeting expenditures and entertainment expenditures are distinct categories under University policy. Business meeting expenditures are tied to official business discussions or working meetings, while entertainment expenditures are associated with primarily social, hospitality, or relationship-building activities conducted in support of a University business purpose.
Reference and Related Policy:

BUS-79: Expenditures for Business Meetings, Entertainment, and Other Occasions (pdf, 359 KB)

G-41: Employee Non-Cash Awards and Other Gifts (pdf, 210 KB)

Business Operations Center Forms Website

Business Operations Center Entertainment Website

Questions may be forwarded to the Business Operations Center (Tracy L Roman, tlroberts@ucanr.edu) or Policy, Compliance, and Programmatic Agreements (PCPA@ucanr.edu).

Thank you,

Lana Schweikert
UC ANR, Controller