Entertainment Reporting Addendum (Travel/CTE Card/Pro-Card)

Important: For full functionality open form using Adobe Reader or Acrobat Professional. To save a completed form, you may need Acrobat Professional. For technical and accessibility assistance, contact finaff-tech@ucsc.edu. For form questions, contact procard@ucsc.edu for Pro-Card information, ctecard@ucsc.edu for CTE Card information, or travelhelp@ucsc.edu for travel information.

Instructions: Attach completed form and original itemized receipts to the Post Travel form, Pro-Card or CTE Card statement.

Section 1: Event Information

Event Name: Date Range: Department: Event Type:

to

Food/Beverage Purchased: Event Location: Supplies Total: Food/Bev Cost: Number of Participants: Per-person Cost:

Method of Payment (select all that apply):   State UC Business Reason for Event:

- Out-of-Pocket
- CTE Card
- Pro-Card

Attach Guest List: Attach a guest list containing the name and title of participants, and their occupation or group affiliation, in order to establish the business related relationship to the University.

Section 2: Per-Person Rates and Top Level Criteria   See the Entertainment Guide for more policy information.

Breakfast $31.00   Dinner $94.00

Lunch $54.00   Refreshment $22.00

Top Level Approval is Needed if:

1. Alcohol is present (not allowed for student events)
2. Per-person maximum rate has been exceeded
3. Spouse/family members of employees or guests attended
4. Cost is for tickets or includes a donation
5. Employee morale

Section 3: Transfer of Expense and Event Approvals   Check box if your department will process TOE(s)

Fund	Organization	Account	Activity	Amount	Accounting Notes/Questions for Budgetary Approver

	Print Name	Email	Date
Traveler/Cardholder Signature Required			
Host Signature (If Different from Above)			
Event Order Approver (EOA) Signature (If Needed)			
Event Expense Certifier (EEC) Signature Required			
Top Level Approval Signature (If Needed)			

Section 4: Submit Information

Instructions: Attach completed form and original itemized receipts to the Post Travel form, Pro-Card statement, or CTE Card statement as appropriate and submit to ctecard@ucsc.edu. DocuSign submissions submit to fadsfar@ucsc.edu

Note: Failure to submit reconciliations within 60 days of statement availability will result in account suspension

Revised: 9/12/22