Entertainment Reporting Addendum (Travel / OneCard)

For technical and accessibility assistance, contact finaff-tech@ucsc.edu.
For form questions, contact onecard@ucsc.edu **for OneCard information, or** travelhelp@ucsc.edu **for travel information.**

Instructions: Attach completed form and original itemized receipts to the Post-Travel form or OneCard statement as appropriate.

Section 1: Event Information

Event Name:

Event Location:

Event Date:

Total Amount: $

Number of Participants:

Per-person Cost: $

Food / Beverage Purchased: ◯ Breakfast ◯ Lunch ◯ Dinner ◯ Refreshments

State UC Business Reason for Event:

Section 2: Per-Person Rates And Top Level Criteria

Breakfast $34.00	Dinner $103.00
Lunch $59.00	Refreshment $24.00

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 event

See the Entertainment Guide for more information.

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 3: Event Approvals

I certify that all meal and refreshment expenses were incurred for an official university business purpose.

	Print Name	Email	Date
Traveler/Cardholder Signature Required			
Host Signature (If Different from Above)			
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 or OneCard statement as appropriate and submit as usual.

Revised: 10/29/2026