


Meeting and Entertainment Payment Request Form

Available Actions: Add and go to Cart

Go Close 

Instructions ?



Use this form for requesting payment for event related expenses where the supplier does not require a contract. If the supplier requires a contract, use the Facility Rental Form instead.

Expenses for entertainment must be directly related to official University business. Approval of all official University entertainment expenses must be obtained at the appropriate level.

Note

- If you cannot find the supplier or require a new remittance, refer to '?' (help) in the Request Info section for further instructions.
- A purchase order will not be sent to the vendor, but rather processed internally for approval workflow purposes only.
- Do not include any confidential information in this form (See Below).
- For guidelines on Meeting and Entertainment, please refer to University of California Policy [BUS-79](#).
- Include supporting backup documents:
 - For advance payments/deposits please provide copy of deposit invoice or vendor memo.
 - For final payment, provide copy of final invoice with a detail breakdown of the expense.
 - Attach a list of attendees (not required for advance payments).
- Reimbursement requests to employees and guests should be submitted via [MyExpense](#). **DO NOT** process reimbursement requests via BearBuy.
- For further assistance with this form email COSolutionCenter@ucsf.edu or call (415) 476-2126.

Payment Information ?

Enter Supplier

or
Supplier Search

Payee (If different from supplier name)

Commodity Code

00307

Request Handling

Attachment to Check Required

No 

Hold Check for Pick-Up

No 

Payment Message (70 char. max)

Remit To Address

Contact Name

Street 1

Street 2

Street 3

City

State

Zip

Country

Email

Phone

Toll Free Phone

Fax

Event Details ?

Tips for filling out form

- Business Purpose:
 - **Administrative Meeting** - directly concerned with the welfare of the University. The meals are a necessary and integral part of the business meeting and not solely for personal convenience.
 - **Prospective Appointee** - to a position of a professional, technical or administrative nature. If travel allowance is provided to the interviewee, the allowance for this meal will be deducted from his or her travel claim.
 - **Official Guest** - rendering a service to the University or is present at the University at the invitation of, or as a guest of, a person authorized to make expenditures of funds for entertainment.
 - **Faculty-Student Meeting**
 - **Meetings of a Learned Society/Organization**
 - **Other Events, Expenditures: Description and Business Purpose, and Expenses Exceeding Daily Meal Allowance.** - Requires an exceptional approval. For Meal limits, please refer to [BUS-79, Appendix A](#).

- Include appropriate supporting documents:
 - For advance payments/deposits please provide copy of deposit invoice or vendor memo.
 - For final payment, provide copy of final invoice with a detail breakdown of the expense as well as a signed [Supplemental Form](#) (if exceptional approval is needed).
 - Attach a list of attendees if needed.

Sensitive or Confidential Information: Attachments (documents, emails, etc.) **should not** include any sensitive data (i.e. SSN, Bank Account numbers, etc.). For more details, refer to the applicable [Policy Regarding Attachments and Personally Identified Information](#).

Payment Handling and Delivery: Best practice is to mail check directly to vendor. If a check must be MCB pickup or sent intercampus back to the department, refer to detailed [Payment Handling and Delivery Instructions](#).



Do not mix a Meeting and Entertainment Payment Request Form with catalog items or any other form. You will not be allowed to add the form to your cart if your cart contains other items.



Some suppliers have a **STOP SIGN** next to the name. This means the supplier is not accepting POs or no POs have been issued in the past with this vendor. Since the Meeting and Entertainment Payment Request Form only generates the PO for internal processing purposes, **this sign can be ignored** on this form and you may select this vendor.

Event Details

Type of Payment

Please select...

Breakfast	Lunch	Dinner	Light Refreshments	Buffet Reception	Other Meeting Expenses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Expense (Check all that apply)

Business Purpose

Please select...

Provide the description and business purpose if you selected Other Events and Expenditures above.

250 characters remaining expand | clear

If charged to federal fund, is this A-21 allowable?

Event Date(s)

Number of Participants

Names(s) of official guests, prospective appointee, society, organization, or student group (If there are more than 25 participants, please attach a listing of participant names).

600 characters remaining expand | clear

Enter the name of the host. If there is not a host, enter N/A.

Amount

Attachments

Please attach a scanned copy of all supporting documentation including an exceptional approver signature if needed.

Internal Attachments

Size Attached on

Total 0.00