

ENTERTAINMENT

Farewell Gatherings

The Department of Medical Education would like to remind all managers and supervisors that, in accordance with UCSD Policy, entertainment expenses related to Faculty, Staff, and Student farewells are not reimbursable by the university, regardless of the funding source.

The only exception is for a formal employee retirement (for 5 or more years), in which case light refreshments are reimbursable (up to \$12 per person) as part of a retirement reception."

Morale Boosting events

- The University does allow funding of events related Morale-boosting. These functions must serve a UCSD business purpose. Occasions such as employee birthdays, weddings, anniversaries, and farewell gatherings (other than retirement) are **not** considered official entertainment and are not eligible for reimbursement.

Standard entertainment, includes certain expenses for the following occasions or activities:

- [Administrative meetings](#)
- [Hosting official guests](#)
- [Meetings of a scholarly society or organization](#)
- [Faculty-student meetings](#)
- [Recruiting graduate students](#)
- [Hosting prospective donors](#)
- [Receptions](#)

Administrative meetings: You can be reimbursed for the cost of light refreshments served during an administrative meeting if the meeting is directly related to the welfare of UCSD. The cost of a meal can be reimbursed if the meal is an integral and scheduled part of the meeting, such as a working lunch.

Note: When two or more employees choose to dine together to continue business, or when a meeting can be scheduled during regular working hours, reimbursement for the meal is not allowable.

Hosting official guests: You can be reimbursed for the cost of light refreshments or meals incurred when acting as a host to official guests of UCSD. Guests may include:

- Visitors from other universities
- Members of the community
- Employees visiting from another work location
- Prospective appointees or students for positions requiring specialized training or specialized professional, technical, or administrative experience.

Meetings of a scholarly society or organization: You can be reimbursed for the cost of light refreshments or meals when UCSD hosts a meeting of a learned society or organization.

Faculty-student meetings: You can be reimbursed for light refreshments incurred for meetings between faculty or administrators and students.

Recruiting graduate students: You can be reimbursed for the cost of light refreshments or a meal for the specific purpose of conducting official graduate student recruitment.

Note: Entertainment for the purpose of recruiting graduate students:

- Is UCSD policy, developed in alignment with general UC Entertainment policy to meet this specific need for our campus
- Must be funded from a source that has been designated for graduate student recruitment

Hosting prospective donors: You can be reimbursed for the cost of light refreshments or meals when hosting an event in order to generate the goodwill of prospective UCSD donors.

Receptions: You can be reimbursed for the cost of light refreshments served as part of a reception. A UCSD host may hold a reception in conjunction with:

- Conferences (receptions that are not included in the registration fee)
- Meetings of a scholarly society or organization
- Student organization/ group meetings
- Employee recognition
- Length-of-service awards or retirement presentations
- Student commencement

Note: A reception requires a guest-host relationship. The following are not considered entertainment. Use the appropriate [Payment Authorization](#) process (not ENT) for:

- An event, such as a gala or fundraiser, for which there is no set number of participants
- Student activities where all or most participants are students, and the funding source has been designated for this purpose

Other entertainment essentials:

- Use of alcohol requires compliance with fund-source [restrictions](#).
- [Exceptional entertainment](#) including faculty or staff picnics, or [holiday gatherings](#), must meet special approval requirements.
- Certain occasions are **not** considered entertainment and are not eligible for reimbursement, including employee:
 - Birthdays
 - Weddings
 - Anniversaries
 - Farewell gatherings (other than retirement)