



April 11, 2019

DEANS, VICE CHANCELLORS, VICE PROVOSTS, AND UNIVERSITY LIBRARIAN:

I am writing to remind you of reimbursement limits for entertainment expenses, and to request that you seek pre-approval for expenses that exceed the limits.

Reimbursement for entertainment expenses incurred in the active conduct of official University business is governed by [Business and Finance Bulletin BUS – 79](#). The expenditure of funds for entertainment should be cost effective in accordance with the best use of public funds.

This directive is supplemental to the entertainment policy and supersedes prior memoranda. It describes applicable entertainment limits and reimbursement procedures for expenses submitted by you to me for approval.

- A. Events that involve only University employees should adhere to the allowable limits set by University policy. Current rates, effective March 1, 2016, follow:

Breakfast:	\$27/person
Lunch:	\$47/person
Dinner:	\$81/person
Light Refreshments:	\$19/person

- B. Exceptional entertainment expenses may be reimbursed up to 50% above the standard limits and may be approved by you, providing that you are not the host:

Breakfast:	\$40.50/person
Lunch:	\$70.50/person
Dinner:	\$121.50/person
Light Refreshments:	\$28.50/person

Effective immediately, any requests more than 50% above the standard limits will require pre-approval. The request for payment/reimbursement of such expenses must include a compelling written justification as to why the higher costs were unavoidable and necessary to achieve a valid University business need. Exceptional entertainment requests that are more than 200% of the standard limit require the approval of the Chancellor and are also subject to pre-approval review. My office will review these requests before submitting them to the Chancellor for her signature. Please note that you will be responsible for non-approved expenses that exceed these limits.

Pre-approval requests may be submitted by email to Jules Freedman at jjfi@berkeley.edu.

Thank you for your cooperation.



A. Paul Alivisatos
Executive Vice Chancellor & Provost

cc: Chancellor Christ
Controller Regalia
Director of Audit Jue
EVCP Chief of Staff Lambert
EVCP Divisional Finance Leader Freedman