

April 20, 2009

Deans
Vice Chancellors
Vice Provosts
Chair, Academic Senate
Chair, Student Union Assembly
President, Graduate Student Association
Chancellor
Chief Campus Counsel
Director, UCO Lick
University Librarian

Dear Colleagues:

Re: Itemized Receipts for Business Meetings and Entertainment Expenses

Business and Finance Bulletin BUS-79, *Expenditures for Business Meetings, Entertainment, and Other Occasions* requires that expenditures of \$75 or more per occasion be supported by original, itemized receipts.

In order to strengthen internal controls and demonstrate our commitment to accountability as a public institution, I am removing the \$75 threshold and extending this requirement to all events and activities governed by the UC policy, regardless of dollar amount. All requests for reimbursement, recharge, or payment of expenses for meals or light refreshments or related services must be supported by original itemized receipts or equivalent campus form. If an itemized receipt is not available, and all efforts to obtain a duplicate receipt have been exhausted, the reimbursement or recharge document must include a statement explaining why an itemized receipt is not provided, and that the amount claimed is the actual amount paid. The individual authorized to approve event and meeting meal expenses must ensure these two conditions are met prior to granting approval.

Further, to more effectively substantiate the business purpose and minimize audit issues associated with the provision of meals and light refreshments during business meetings, UC Santa Cruz will adopt the practice of requiring host signatures on all meeting expense requests.

This requirement and new practice will both be effective for entertainment events and business meeting activities occurring May 1, 2009 or later.

Please ensure this campus-specific policy is communicated broadly within your areas of responsibility.

Sincerely,



David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Interim Internal Audit Director Lane
Campus Controller Lew
Assistant Campus Provost Moreno
Assistant Vice Chancellor Peterson
Assistant Chancellor Sahni