

# **Corporate Financial Services**

Employee Reimbursements and Entertainment

July 29, 2013

1:30 pm – 3:30 pm

Semel Institute NPI Auditorium

# Agenda

- New Employee Reimbursement Process (Martin Richardson)
- Sales and Use Tax (Renée Roth)
- Entertainment – Event Related Workflow Document (Scott Marden)

To be processed via the new Employee Reimbursement Process, the PO must have:

- Employee VCK (ends with an E)
- Doc to AP is E – Exception
- Receipts added as Attachment(s)
- Class of order is M or N

https://lab.bruinbuy.ucla.edu/procurement/WebDriver?ACT=SpecialRequestAdd&EID=1

Commerce One Procurement...

home help log off  
User: FITZSIMONS, MEAGAN  
Organization: BruinBuy

training

Home | Orders | Suppliers & Catalogs | Queries & Reports | My Account | Log Off

Special Request / Non-Catalog

Requisition Header (C10) | One Time Payee (B10) | Email | Header/Lines

Save | **Reset** | Attachments | Preview Submit | Review Distributions | Approval Preview

Shopping Cart Name: FITZSIMONS, MEAGAN/2-839437

Vendor Name: RICHARDSON, MARTIN N

\*Vendor Number: 602683375E

\*Dept Code: 4100 - ADMINISTRATIV

\*Class of Order: M

\*Dept Contact Login: FSMCF

\*Requester: MEAGAN FITZSIMONS

\*Dept Contact Phone: 310-794-6273

CC Self:

\*PAN Subject: REIMBURSEMENT

\*Requester Phone: 310-794-6273

Base Agreement:

Override Reason: TEST

Order Date: 3/19/2013

Additional Info:

Apply FAU to All Lines (except lines with FAU locked)?  Default Split FAU Distribution:

Loc	Acct	CC	Fund	Project	Sub	Object	Source	Reference	Acct Date
4	727601	AP	19900		07	6200			3/19/2013

After clicking the Additional Info button, change the DocToAP to E – Exception, which indicates you won't be sending any paperwork to AP.

https://lab.bruinbuy.ucla.edu/procurement/WebDriver?ACT=SpecialRequestAdd&EID=1&SID=7a0fee062e1be25ba5 Commerce One Procurement...

home help log off  
User: FITZSIMONS, MEAGAN  
Organization: BruinBuy

training BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

### Special Request

Additional Information

Save Cancel

Receiving Required?:  Delivery Date: 3/19/2013 Required Date: 3/19/2013

Mail Check To Dept?:  Mail Check To Dept Code: I - Invoice  
DocToAP: E - Exception Mail Check To Attention Name:

1099 Flag?:  1099 Code: FOB Code: 00







If the item is taxable and sales tax was charged use tax code "I"

If the item is taxable but no sales tax was charged use tax code "S"

If the item is exempt from sales tax use tax code "E"

Start from line:  Go

Displaying: 1-5 / 5

Line#	Qty	UOM	Unit Price	Line Amt	Actions	LineCD	State	TaxCD	Rate	Exempt
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	35.00	 	MAT	CA	I	<input type="text"/>	<input type="text"/>
*Description: BOOK PURCHASED FROM AMAZON.COM FOR RESEARCH AND CLASSROOM USE: STILL LIFE FROM WOODPECKER. ITEM IS TAXABLE AND TAX WAS CHARGED.										
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	16.00	 	MAT	CA	S	M - 9.00%	<input type="text"/>
*Description: BOOK PURCHASED FROM AMAZON.COM FOR RESEARCH AND CLASSROOM USE: INTELLIGENT ADMINISTRATION. ITEM IS TAXABLE BUT TAX WAS NOT CHARGED.										
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	9.99	 	MAT	CA	E	<input type="text"/>	<input type="text"/>
*Description: CD (MEDIA ELECTRONICALLY DOWNLOADED) PURCHASED FROM SHI FOR RESEARCH AND CLASSROOM USE: ANDREW BIRD NOEL BEAST. ITEM IS EXEMPT.										

Supplier Part Number:

Promise Date:

Component of an Asset:

Description On Check?:

## Things to remember

- This process is for GOODS only. Services such as copy service done at Kinko's is acceptable. 3<sup>rd</sup> party reimbursements are NOT acceptable.
- Don't submit reimbursement requests for items that are not to be purchased with University Funds such as:
  - Items for personal use: Space heaters, name plates, desk sets, frames
  - Extravagant items: Espresso makers, designer pens, or computer cases
  - Furniture
  - Clothing
  - Consulting Services
  - Service, repairs or maintenance
- If you are unsure please review UCLA Policies 740 and 741

- DO **NOT** use quantity 1 and a unit price
- DO **NOT** put more than 5 receipts on each Purchase Order
- DO **NOT** use tax code "T"
- DO create one PO line per receipt
- DO use tax codes "I" or "S" OR "E"
  - "I" if items are taxable and sales tax was added
  - "S" if items are taxable and sales tax was not added
  - "E" if items are exempt
- DO add a justification in your description when necessary
- DO include the Order Detail Page(s) not just the Order Summary Page(s)  
submitting receipts for Amazon make sure to include

## Attach the receipts:

- All facing the same direction
- In the same order they appear on the PO (write the PO line # on each receipt before scanning)
- Make sure the receipts are legible before you submit your PO

The screenshot shows a web browser window with the URL <https://lab.bruinbuy.ucla.edu/procurement/WebDriver?ACT=ReqAttachNewDisplay&EID=1&SID=7a0fee062e1be25t>. The browser title is "Commerce One Procurement...". The page header includes a "training" logo and navigation links: Home, Orders, Suppliers & Catalogs, Queries & Reports, My Account, and Log Off. The user is identified as FITZSIMONS, MEAGAN, and the organization is BruinBuy.

The main content area is titled "Special Request / Non-Catalog". It features a "Save" button and a "Cancel" button. Below these are two sections:

- File Name:** A text input field containing "C:\Meagan\RichardsonReimbursement.pdf" and a "Browse..." button.
- Document Notes:** A text area containing "Reimbursement Receipts".

Supporting documentation for typical purchase of:

- Goods**
  - Quote
  - Sole Source Justification
  - Other
- Services**
  - Scope of Work (**required**)
  - Bid Specification
  - IRS Pre-hire Worksheet (for individuals)
  - Independent Contractor / Consultant Form (for individuals)
  - Other
- Other**
  - Vendor Documents
  - Insurance Certificate
  - Special Approvals
  - Other
- Bid Specification
- Other Quotes for price reasonableness
- CapEquip Loan Request Form
- Quote (**required**)
- Sole Source Justification
- Resume/CV (for individuals)
- Foreign Source Income Form (for individuals)
- Budget
- Conflict of Interest
- Small Business Solicitation Form



- The receipt must be itemized (breaking out item description, sales tax amount, shipping/handling, etc.) and show proof of payment. You may not submit a filled out order form in lieu of a receipt as this is not proof of payment.
- In the event that the receipt is missing a credit card statement may be submitted. Redact any personal information (such as account numbers and social security numbers) before submitting.
- The break out of the items must be entered in the description line of PO.
- Packing slips and order confirmations MAY NOT be submitted in lieu of an itemized sales receipt.
- Consider making photocopies first of receipts that might be too light to read.



# Entertainment & Sponsorship Forms

## Expedited Payments w/ BUS-79 Compliance

Scott Marden

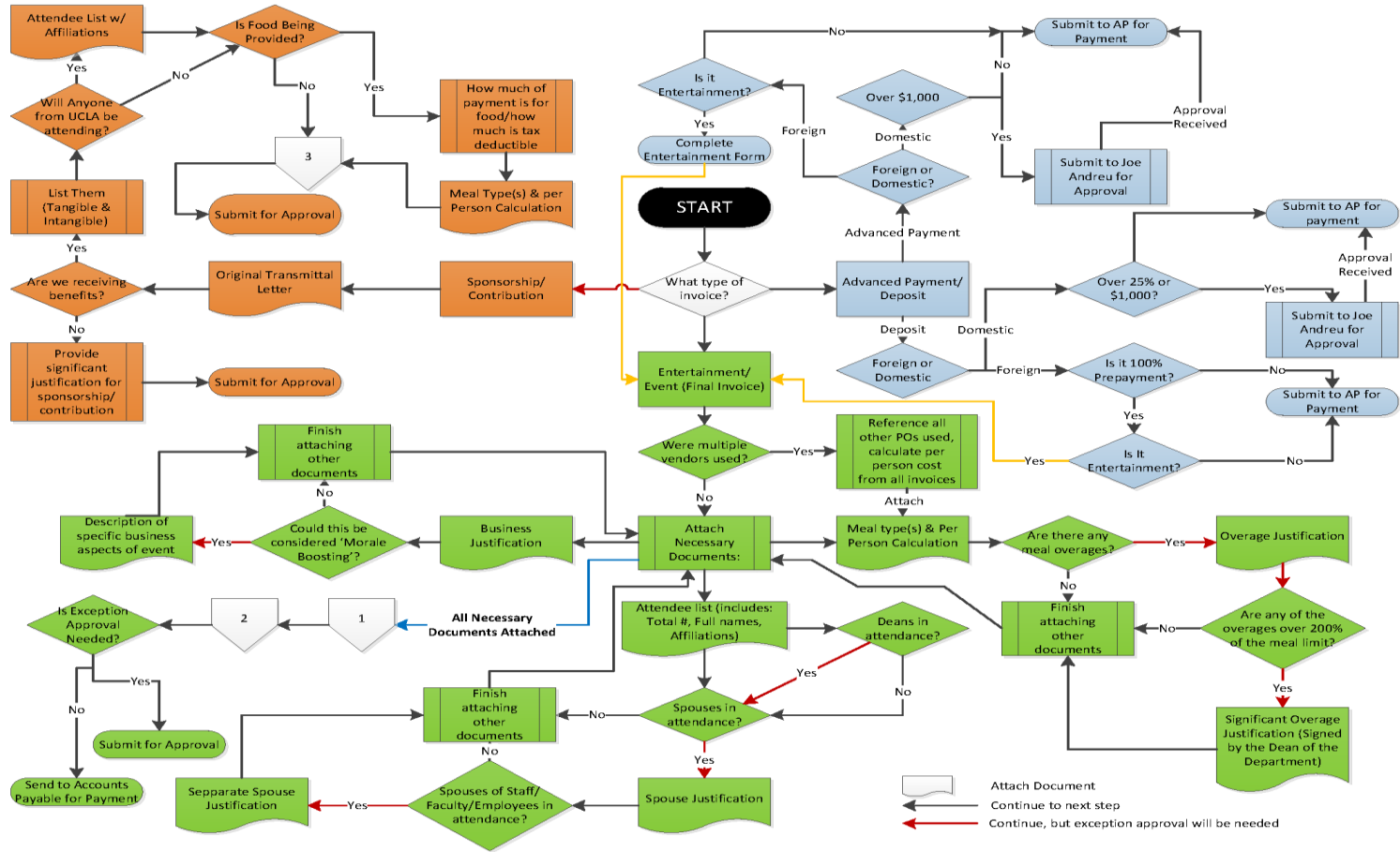
UCLA Accounts Payable

July 29, 2013



# Event Related Workflow Document

## The Problem





# Event Related Workflow Document

## The Solution

### CFS Accounts Payable Entertainment/Program/Exception Worksheet

BruinBuy Order #  Preparer  Date  Fund#

Phone #  Email

#### Necessary Information Required in Order to Process Invoice:

Failure to include any of the following pieces of information in the Purchase Order (as an attachment in BruinBuy or here on this form) could result in **delayed payments**

Is the Attendee List with Affiliation Attached or are the Details in the Order Description?  Yes  No

Spouses, Family Members, Employee Family Members, or Other Guest Present?  Yes  No

\*If all attendees are UCLA Employees please provide a justification as to why it was necessary to serve food

**Required:** Each guest type above requires its own Individual bona fide University business justification.  
If an attendee list cannot be provided please provide the following:  
- List of invited guests or an approximate guest count  
- Copy of the flyer or invitation that was used to publicize the event

Business Justification

Name of Official Host  Title  Affiliation

The Chancellor, Vice Chancellors, Deans, or Exec's in attendance?  YES  NO

If Yes, please provide all names:

- Meal Types (Policy Maximum\*): Breakfast (\$26) Lunch (\$45) Dinner (\$78) Light Refreshments (\$18)  
- Overage: (26.01 - 51.99) (45.01-89.99) (78.01-155.99) (19.01-35.99)  
- Amounts exceeding 200% of the limit will require additional approval (please include justification for why it was necessary to exceed 200% of the limit)  
- Meal costs are inclusive of food and beverages, labor, sales tax, delivery charges, and other service fees  
- Excluded from meal costs are: AV costs, Decorations, Equipment Rental, Flowers, Parking, Room Rental  
- Meal costs are inclusive of all vendor payments for each specific event  
(\*as of 3/1/12. Please see: <http://policy.ucop.edu/doc/3420364/BFB-815-79> for current rates)

#### Primary Vendor

#	Meal Type	Invoice Total	Guest Count	Per Person Cost
# 1	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
# 2	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
# 3	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
# 4	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Vendors (Please include all event-related food and beverage expenses and reference appropriate line above) UCLA Catering Invoice Attached  Yes

BruinBuy/UCLA Catering BEO#	Description	Cost	Combined Cost	Total Per Person Cost (per Line)
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unrestricted funding must be used with object code 3308 if: Meal limit is exceeded -Spouse, guests, and employee spouses are in attendance -Alcohol was purchased

Overage Justification

Employee Spouse Justification

Print Form

### CFS Accounts Payable Sponsorship/Contribution Worksheet

BruinBuy Order #  Preparer  Date  Fund#

Phone #  Email

#### Required documents and information for approval

- Transmittal Letter (Original)
  - Written on department letterhead
  - Addressed to the Vendor (Foundation)
  - Contribution amount is stated and is being made on behalf of the UC
  - Signed by the CAO or higher
- Order description must include
  - Business justification for the contribution or sponsorship
  - The benefit UCLA is receiving. **If none additional approval required**
  - Non-Deductible amount (food, overhead cost, printing costs, etc...)
  - Justification for meal overages

Sponsorship Level: Was a table purchased  Yes  No

If Yes, please attach an Attendee list with Affiliations

Business Justification

Tangible Benefits to UCLA

UCLA will "NOT" receive any benefits

Total Sponsorship amount  Tax Deductible Amount  Meal Cost\*

Deans, Exec's, Vice Chancellors, or the Chancellor in attendance?  YES  NO \*Only necessary if a table is purchased or food is being provided as a benefit.

If Yes, please provide all names:

Fill out the below portion only if a table was purchased, or food is being provided as a benefit to the Sponsorship or Contribution

- Meal Types (Policy Maximum\*): Breakfast (\$26) Lunch (\$45) Dinner (\$78) Light Refreshments (\$18)  
- Overage: (26.01 - 51.99) (45.01-89.99) (78.01-155.99) (19.01-35.99)  
- Amounts exceeding 200% of the limit will require additional approval (please include justification for why it was necessary to exceed 200% of the limit)  
(\*as of 3/1/12. Please see: <http://policy.ucop.edu/doc/3420364/BFB-815-79> for current rates)

#### Meal Cost of Sponsorship

#	Meal Type	Invoice Total	Guest Count	Per Person Cost
# 1	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
# 2	Meal Type	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overage Justification

Employee Spouse Justification

#### Making a contribution to UCLA Departmental Sponsored events

- This activity is **not** allowed. Campus departments may not purchase event tickets that include a donation to another department.
- Campus department may purchase the meal cost of the ticket only through an interdepartmental recharge.
- Note: 1. Cost of the meal must comply with BUS 79 guidelines. 2. Meal overage charged to unrestricted funds require exceptional approval. 3. Additional support to the hosting department is done via a transfer of funds (TOF) between similar fund types (i.e. 19900 to 19900, gift fund to gift fund).

Print Form



# Event Related Workflow Document Objectives

- Maximize BUS-79 compliance
  - The form is designed to prompt you for all necessary information
- Reduce Delays in Payments
  - Less time spent gathering the information means a higher rate of 'on time' payments
  - Prevent unnecessary credit holds from vendors, and avoid the risk of being refused services
- Present all requirements up front
  - No more guess work or "Learning by Failure"
- Usable by first day employees
  - Simple and clear to allow anyone to use effectively



# Event & Entertainment Invoices

## An Overview

- Any payments involving Food & Alcohol
  - This includes, but is not limited to:
    - Working Meetings during lunch
    - Donor Appreciation or Solicitation Events
    - Morale Building or Holiday Parties
      - Morale Building includes such occasions as a gathering to honor a departing employee who is retiring or who is separating from employment with the University after *at least* 5 years of service, employee recognition receptions, annual faculty/staff picnics, new employee receptions, and holiday gatherings. Under no circumstances may University funds be used for occasions such as employee birthdays, weddings, anniversaries, or other occasions of a personal nature.



# Event & Entertainment Invoices

## An Overview

- This Excludes:
  - Meals for programs in which working professionals are paying to continue their education and being fed while they learn
    - CME/CEB/FEMBA/EMBA/Executive Education
      - If these same programs are holding Alumni events, recruitment events, or social events which will have in attendance people other than students in the program, the event must be BUS-79 compliant.



# Event & Entertainment Invoices

## Getting Started

### CFS Accounts Payable Entertainment/Program/Exception Worksheet

BruinBuy Order #	<input type="text"/>	Preparer	<input type="text"/>	Date	<input type="text"/>	Fund#	<input type="text"/>
Phone #	<input type="text"/>	Email	<input type="text"/>				

**Necessary Information Required in Order to Process Invoice:**

Failure to include any of the following pieces of information in the Purchase Order (as an attachment in BruinBuy or here on this form) could result in **delayed payments**





# Event & Entertainment Invoices

## Required Information

- The following pieces of information are required to pay all entertainment invoices\*:
  - Attendee List
  - Business Purpose
  - Meal Type
  - Per Person Cost

\*Based on the details of the required information, exception approval may be needed



# Event & Entertainment Invoices

## Required Information

Is the Attendee List with Affiliation Attached or are the Details in the Order Description?\*

Yes  No

Spouses, Family Members, Employee Family Members, or Other Guest Present?

Yes  No

\*If all attendees are UCLA Employees please provide a justification as to why it was necessary to serve food

**Required:** Each guest type above requires its own individual bona fide University business justification.

If an attendee list cannot be provided please provide the following:

- List of invited guests or an approximate guest count
- Copy of the flier or invitation that was used to publicize the event

• Did the Chancellor, Vice Chancellors, Deans, or Exec's attend?  YES  NO

• If Yes, please provide all names:



# Event & Entertainment Invoices

## Required Information – Attendee List

### 1) Attendee List

- Full names
- UCLA Affiliations
- Total number of people in attendance.
- Important Questions\*
  - Were spouses/other guests of invitees in attendance?
  - Were spouses/other guests of employees in attendance?
  - Did any Deans, Executives, Vice Chancellors, or the Chancellor attend the event?

\*Answering 'yes' to any of these questions requires the invoice be submitted for exception approval. This means that you will be required to include a 'justification' for the attendance of these individuals. Doing this ahead of time will help expedite the approval process.



# Event & Entertainment Invoices

## Required Information – Attendee List

### Sample Attendee Lists:

#### Bad:

- Jim
- Jane
- Jill
- Jack
- Joe
- Jamie
- Jo
- Unknown

#### Good:

- |                   |                   |
|-------------------|-------------------|
| 1. Joe Colbeth    | UCLA Faculty      |
| 2. Jane Mason     | Guest Speaker     |
| 3. Jamie Mason    | Speaker's Husband |
| 4. Jim Olivier    | UCLA Student      |
| 5. Jill Somers    | UCLA Dean         |
| 6. Jack Somers    | Dean's Husband    |
| 7. Jo Tufts       | UCLA Faculty      |
| 8. Julian Weisman | UCLA Faculty      |



# Event & Entertainment Invoices

## Required Information – Attendee List

- If Spouses or Other Guests\* of the invitees are in attendance:
  - Provide business justification for their attendance
  - If there are other exceptions, then the invoice will be submitted for approval
- If Employees bring Spouses or Other Guests:
  - Provide a separate business justification for their attendance.
  - Invoice will be submitted for exception approval whether other exceptions are present or not.

\*'Other Guest' can mean family member, friend, potential donor, etc.



# Event & Entertainment Invoices

## Required Information – Attendee List

- Did Deans, Executives, Vice Chancellors, or the Chancellor attend the event?
  - List their names separately or highlight them in the attendee list.
  - Ensure that any Business/Overage Justifications are thorough.
  - If a spouse is in attendance with the Dean, Executive, VC, or Chancellor, please provide a separate business justification for his/her attendance.



# Event & Entertainment Invoices

## Required Information – Attendee List

- What if an Attendee List is not available
  - This is acceptable for events which are open to the public, general student body, or large groups of people, making it difficult to present an accurate Attendee List
  - Please provide:
    - An estimate of the number of people in attendance
    - A copy of the flier/invitation used to inform people of the event
    - The general affiliation(s) of everyone in attendance.
      - i.e. Prospective Students, Donors, General Public



# Event & Entertainment Invoices

## Required Information – Business Purpose

• Name of Official Host	<input type="text"/>	Title	<input type="text"/>	Affiliation	<input type="text"/>
Business Justification	<input type="text"/>				





# Event & Entertainment Invoices

## Required Information – Business Purpose

### 2) Business Purpose/Justification

- Provide the purpose & goals of the event
- Provide the name of the Department and the Official Host of the event
- If all attendees are UCLA Faculty and/or Staff:
  - Provide information as to why it was necessary to provide food
  - This is most commonly seen with staff/faculty meetings during which light refreshments or lunch is served



# Event & Entertainment Invoices

## Required Information – Business Purpose

### Sample Business Justifications:

- PCICBP meeting on 2/25/13
  - 99.9% chance of being placed on 'I' requesting more information.
- Pediatric Center for Improving Care of Babies by their Parents(PCICBP) quarterly staff meeting. The purpose of the meeting was to review the Center's successes in the previous quarter and review goals and objectives in the coming months. Due to conflicting schedules, the lunch hour was the only time to gather the entire staff; therefore a meal was provided as an incentive to attend the meeting.
  - 99.9% chance of being paid immediately.



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

• Meal Types (Policy Maximum*):	Breakfast (\$26)	Lunch (\$45)	Dinner (\$78)	Light Refreshments (\$18)
• Overage:	(26.01 - 51.99)	(45.01-89.99)	(78.01-155.99)	(19.01-35.99)
• Amounts exceeding 200% of the limit will require additional approval (please include justification for why it was necessary to exceed 200% of the limit)				
• Meal costs are inclusive of food and beverages, labor, sales tax, delivery charges, and other service fees.				
• Excluded from meal costs are: AV costs, Decorations, Equipment Rental, Flowers, Parking, Room Rental				
• Meal costs are inclusive of all vendor payments for each specific event				
(*as of 3/1/12. Please see: <a href="http://policy.ucop.edu/doc/3420364/BFB-BUS-79">http://policy.ucop.edu/doc/3420364/BFB-BUS-79</a> for current rates)				

Primary Vendor

# 1 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 2 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 3 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 4 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>

Other Vendors (Please include all event-related food and beverage expenses and reference appropriate line above) UCLA Catering Invoice Attached  Yes

BruinBuy/UCLA Catering BEO* #	Description	Cost	Combined Cost	Total Per Person Cost (per Line)
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

### 3) Meal Type & Per Person Cost\*

- Specify the type of meal in the PO or on the invoice
  - Breakfast/Lunch/Dinner/Light Refreshments
- Calculate the Per Person Cost
  - Find the Total Entertainment Cost:
    - Includes: Bartenders, Beverages, Chefs, Delivery Charges, Food, Meal Planning, Sales Tax, Service Charges, Servers, and Tips.
    - Does not include: AV Costs, Decorations, Equipment Rental, Flowers, Parking, Room Rental, and Set Up fees.
  - Divide the Total Entertainment Cost by the number of attendees. This is the Per Person Cost.
    - Include the Per Person Cost in the PO, on the invoice, or on the attendee list.



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

- A Note about Tax & Service Charges
  - Often, Tax & Service Charges are calculated on the total cost of the event (this can include Decorations, Flowers, and other items not included in the “Entertainment” cost).
  - When finding the Total Entertainment Cost, don’t just include the total tax. Add up all the included costs, then find 9% (or applicable tax rate) on those costs. The same applies to Service Charges (often 15% or 20% of total cost).



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

- For events with Multiple Vendors:
  - Calculate Per Person Cost using all invoices/recharge documents.
  - Cross Reference the other invoices/POs in the details of each Purchase Order created for the event.
  - When submitting one invoice for payment, include documentation from the other vendors for reference (Especially UCLA Catering Recharge Documents).



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

- Meal Types (Policy Maximum\*): Breakfast (\$26) Lunch (\$45) Dinner (\$78) Light Refreshments (\$18)
  - Overage: (26.01 - 51.99) (45.01-89.99) (78.01-155.99) (19.01-35.99)
  - Amounts exceeding 200% of the limit will require additional approval (please include justification for why it was necessary to exceed 200% of the limit)
  - Meal costs are inclusive of food and beverages, labor, sales tax, delivery charges, and other service fees.
  - Excluded from meal costs are: AV costs, Decorations, Equipment Rental, Flowers, Parking, Room Rental
  - Meal costs are inclusive of all vendor payments for each specific event
- (\*as of 3/1/12. Please see: <http://policy.ucop.edu/doc/3420364/BFB-BUS-79> for current rates)

Primary Vendor

# 1 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 2 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 3 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 4 Meal Type	<input type="text"/>	<input type="text"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>

Other Vendors (Please include all event-related food and beverage expenses and reference appropriate line above) UCLA Catering Invoice Attached  Yes

BruinBuy/UCLA Catering BEO* #	Description	Cost	Combined Cost	Total Per Person Cost (per Line)
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line # <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

- Is the Per Person Cost over the limit?
  - Per Person Limits\*:
    - Breakfast: \$26
    - Lunch: \$45
    - Dinner: \$78
    - Light Refreshments: \$18
  - If the Per Person Cost is over the limit, you need to provide an Overage Justification.
    - This should give an explanation for any choices which contributed to the overage, including but not limited to:
      - Venue/Catering Company
      - The extravagance of the meal
      - The amount of food/beverages ordered vs. the number of people in attendance.





# Event & Entertainment Invoices

## Required Information – Meal Type & Per Person Cost

- If the cost is over 200% of the limit, please provide an especially thorough and detailed overage justification.
  - 200% Limits:
    - Breakfast: \$52
    - Lunch: \$90
    - Dinner: \$156
    - Light Refreshments: \$36



# Event & Entertainment Invoices

## Required Information – Exception Justifications

Overage  
Justification

Employee  
Spouse  
Justification

Print Form



# Event & Entertainment Invoices

## Required Information – Fund Number & Object Code

### 4) Fund Number & Object Code

- An unrestricted fund must be used with object code 3308 if:
  - Meal limits are exceeded and/or
  - Spouses/Guests are in attendance and/or
  - Alcohol is being purchased with this PO
- When to use which object codes:
  - 3307: Entertainment costs with no food/alcohol (Rental, Decorations, etc.)
  - 3308: Entertainment costs including exception items/alcohol (Overages, Spouses, Other Guests)
  - 3310: Entertainment costs with food, but no alcohol or exception items



# Event & Entertainment Invoices

## Required Information – Fund Number & Object Code

- 3308 items & exception charges\* cannot be charged to the following fund ranges:
  - 18200-18887, 18889-18999, 20400-20939 (State of CA)
  - 20940-20999 (Local Government)
  - 21000-33999 (Federal Government)

\*'Exception Charges' include overage amounts, per person costs pertaining to employee spouses, and other items that require exception approval.



# Event & Entertainment Invoices

## For Your Reference

- Some extra resources regarding student events & alcohol:
  - [http://www.ucpd.ucla.edu/2008/Party\\_notification\\_form.pdf](http://www.ucpd.ucla.edu/2008/Party_notification_form.pdf)
    - Must be filled out if it is an on campus event with more than 150 people attending
  - For events which do not include students and/or people under 21:
    - <http://map.ais.ucla.edu/go/1003919>
    - <http://www.studentactivities.ucla.edu/docs/Alcohol%20Policy.pdf>



# Sponsorships & Contributions

## An Overview

- Any donation\* made by UCLA to an outside organization or event\*\*:
  - Please note: Sponsorships & Contributions cannot be made to other UCLA Departments or Entities
    - If attendance is required (i.e. At a Charity Dinner) then the department is allowed to pay for the food portion of the contribution

\*These donations must be direct payments, no reimbursements to individuals allowed.

\*\*Campus departments may not make a donation to other campus departments. It is permitted for a department to purchase a ticket to an event, provided only the food portion is paid for.



# Sponsorships & Contributions

## Getting Started

### CFS Accounts Payable Sponsorship/Contribution Worksheet

BruinBuy Order #  Preparer  Date  Fund#

Phone #  Email

#### *Required documents and information for approval*

1. Transmittal Letter (Original)

- Written on department letterhead
- Addressed to the Vendor (Foundation)
- Contribution amount is stated and is being made on behalf of the UC
- Signed by the CAO or higher

2. Order description must include

- Business justification for the contribution or sponsorship
- The benefit UCLA is receiving. **If none additional approval required**
- Non-Deductible amount (food, overhead cost, printing costs, etc...)
- Justification for meal overages

Sponsorship Level: Was a table purchased  Yes  No

If Yes, please attach an Attendee list with Affiliations

Business  
Justification



# Sponsorships & Contributions

## Required Information – Transmittal Letter

### 1) Transmittal letter

- Written on the Department's letterhead
- Written to the vendor
- State the amount of the contribution and that it is made on behalf of the University
- Brief justification on why we're contributing and how this will benefit the University
- Signed by a Director, Dean, CFO or someone of equal stature within the department.
  - If the person who normally signs the letter will be attending the event, someone else must sign it.





# Sponsorships & Contributions

## Required Information – Benefits to UCLA

Tangible Benefits to UCLA

UCLA will **"NOT"** receive any benefits

Total Sponsorship amount

Tax Deductible Amount

Meal Cost\*

• Deans, Exec's, Vice Chancellors, or the Chancellor in attendance?  YES  NO

\*Only necessary if a table is purchased or food is being provided as a benefit.

• If Yes, please provide all names:



# Sponsorships & Contributions

## Required Information – Benefits to UCLA

### 2) Benefits to UCLA

- Tangible benefits: Any benefits that can be quantified.
  - UCLA's name/logo on all promotional material for event.
  - A booth at the event
  - A table at a dinner during the event
- Intangible benefits: Any benefits that are less....tangible.
  - Maintaining or improving relations with the organization we are contributing to.
  - Generating improved standing within the community.



# Sponsorships & Contributions

## Required Information – Benefits to UCLA

- If no Tangible Benefits are being received:
  - Provide an especially thorough business justification for this contribution.
  - These will require additional approval.
    - Allow extra time for these payments to be processed.



# Sponsorships & Contributions

## Required Information – Benefits to UCLA (Food)

Fill out the below portion only if a table was purchased, or food is being provided as a benefit to the Sponsorship or Contribution

• Meal Types (Policy Maximum*):	Breakfast (\$26)	Lunch (\$45)	Dinner (\$78)	Light Refreshments (\$18)
• Overage:	(26.01 - 51.99)	(45.01-89.99)	(78.01-155.99)	(19.01-35.99)
<b>** Amounts exceeding 200% of the limit will require additional approval (please include justification for why it was necessary to exceed 200% of the limit)</b> <small>(*as of 3/1/12. Please see: <a href="http://policy.ucop.edu/doc/3420364/BFB-BUS-79">http://policy.ucop.edu/doc/3420364/BFB-BUS-79</a> for current rates)</small>				

Meal Cost of Sponsorship

# 1 Meal Type	<input type="text"/>	<input type="checkbox"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>
# 2 Meal Type	<input type="text"/>	<input type="checkbox"/>	Invoice Total	<input type="text"/>	Guest Count	<input type="text"/>	Per Person Cost	<input type="text"/>

Overage Justification

Employee Spouse Justification



# Sponsorships & Contributions

## Required Information – Benefits to UCLA (Food)

- If food is one of the benefits:
  - Provide attendee list of everyone who will be attending the meal as part of UCLA's benefit.
  - Contact event organizer to determine how much of the contribution goes to food costs.
    - Note this in the PO.
  - Provide the Meal Type & Per Person Cost.
    - If the per person cost is over the limit, provide an overage justification.



# Event Related Workflow Document Review

- All of these pieces of information are required for payment. If any of the necessary items are missing, payment will be delayed.
  - Please allow extra time for invoices that require approval.
- These items can be:
  - Attached to the invoices
  - Included in the details of the PO
  - Uploaded as Attachments in BruinBuy



# Event Related Workflow Document Conclusion

- We're on your team.
  - Really, we want these paid as badly as you do.
- This is designed to expedite payment.
  - The more information we have up front, the faster we can get the necessary approvals and solve any unique problems that may arise.
- Failing to include any of these items could result in delayed payment.

- Questions?