

LHS ENTERTAINMENT REIMBURSEMENT CHECK LIST:

1. Does the employee have a valid & active UC Employee ID # referenced on the Entertainment Reimbursement form?	Yes	No
2. Is the Entertainment form completed with a clear and thorough business purpose? NOTE: A pre-approval memo or email secured prior to making the purchase should be attached to the reimbursement request.	Yes	No
3. Is the expense budgeted? If C&G, did they list the Budget Line Item? If not C&G and not covered by their current budget, did they explain how the expense would be covered by their budget?	Yes	No
4. Did an LHS Authorizer sign the Entertainment Reimbursement form? Note: Florencia Ramos, Deputy Director, LHS and Amanda Poon, LHS Budget Officer are the delegated Authorizers for LHS.	Yes	No
5. Has all the sensitive data been redacted: <ul style="list-style-type: none"> • Personal email • Personal phone #'s • Home address • Credit card #'s (last 4 digits ok) 	Yes	No
6. Is a participant list attached? Note: Event host – individuals must be present at the event.	Yes	No
7. Is there an itemized receipt attached? Note: Required for all meals reimbursements.	Yes	No
8. Does the entertainment event include alcohol? Note: Alcohol permit required	Yes	No
<p>Was VCRO Pre-Approval required and/or obtained?</p> <ul style="list-style-type: none"> • Employee Morale Building Activity • LHS Gala or Benefit Event • Staff retirement party (5+ years of service) • Event exceeded the per person meal allowance (Cost per person includes: food/beverages, labor, tax, gratuity, delivery charges and other related service fees). <i>The costs of room rental, room set-up fees, media rental, decorations, etc., are not included in the per person costs unless those costs cannot be separated by the vendor.</i> <ul style="list-style-type: none"> • Breakfast - \$34 max • Lunch - \$59 max • Dinner - \$103 max • Light Refreshments - \$24 max <p>Note: New requirement per VCRO Office -LHS Director's signature is required on the Exceptional Expenditures Approval form.</p>	Yes	No
		If no, please attach the participant list.
		If no, have the vendor complete the Certificate for Lost/Missing receipts.
		If required but not obtained, an After-the-Fact Memo will be required before request can be submitted for VC approval.