

Physical and Biological Sciences

This document is intended to supplement, not replace or reiterate, all pertinent information in UC and campus policy.

ENTERTAINMENT Policy Summary for Faculty Recruitments (6/07)

Maximum allowable rates per person (effective 10/01/06):

- Breakfast - \$26.00
- Lunch - \$38.00
- Dinner - \$64.00
- Light Refreshments - \$17.00
- Buffet Reception: Same allowances as above.

Context	Standard Per Meal Allowances Apply	Dean's Approval Required (as exception to policy)	Alcohol Permit Required In Advance	Department Unrestricted Funds Only	Restrictions	Restriction Detail
MEALS: Candidate + Host(s), Restaurant or On Campus	YES	NO	N/A	NO	NO	
MEALS: Candidate's Spouse/Partner, Restaurant or On Campus *	YES	YES	N/A	YES	YES	2nd/final visit/house hunting trip only; See footnote
ALCOHOL: w/Restaurant Meal for Candidate + Host(s) <i>Note: Spouse/Partner only if 2nd/Final Visit</i>	YES	YES	NO	YES	YES	\$12 per person limit (exclusive of tax)
ALCOHOL: w/On Campus Meal for Candidate and Host(s) <i>Note: Spouse/Partner only if 2nd/Final Visit</i>	YES	YES	YES	YES	YES	\$12 per person limit (exclusive of tax)
Expenses for Children of Candidate and UCSC Employees **	YES	YES	N/A	YES	YES	Allowed as an exception for family-oriented recruitment events.

* Meals during the initial visit are normally considered part of the interview process, to ensure consistent treatment of all candidates, candidate's spouse/partner should not be in attendance

** Allowable as an exception: written explanation must be included; host must be identified, 5 W's (who, what, when, where, why) must be provided.

Please:

- Route all entertainment forms to your business office accountant, who will obtain the required divisional approvals for both standard and exceptional expenditures.
- Itemized receipts are required for all entertainment expenses.
- Guest list for event must be provided; note "spouse/partner" where applicable.

For specific questions about expenses and reimbursements, please contact Marilyn Wood (mwood@ucsc.edu, x92692) or Robin Shaw (rlshaw@ucsc.edu, x93

Information about UC and UCSC policies and procedures can be found at the following sites:

- <http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf> UCOP Entertainment Policy **NOTE: UCSC policy may be more restrictive.**
- <http://finaff.ucsc.edu/general/BFB/entertain070198.html> UCSC Entertainment Policy Summary
- <http://finaff.ucsc.edu/ap/pgms/entertainment.htm> UCSC Entertainment Guides

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TRAVEL Policy Summary for Faculty Recruitments (6/07)

Context	Allowed Under Standard Policy	Dean's Approval Required (as exception to policy)	Departmental Unrestricted Funds Only	Restrictions	Restriction Detail
1st Visit —Candidate	YES	NO	NO	NO	
1st Visit —Spouse/Partner	NO	YES	NO	YES	PB Sci does not normally approve reimbursements on initial visit
1st Visit —Children	NO	YES	NO	YES	PB Sci does not normally approve reimbursements on initial visit
2nd/Final Visit —Candidate	YES	NO	NO	NO	
2nd/Final Visit —Spouse/Partner	NO	YES	NO	YES	UC Policy: allowable by exception
2nd/Final Visit —Children	NO	YES	YES	YES	Policy is currently unclear if reimbursable; would require prior consultation
After Offer Accepted —Candidate and Spouse/Partner	YES	NO	NO	NO	
After Offer Accepted —Children	NO	YES	YES	YES	Policy is currently unclear if reimbursable; would require prior consultation

For specific questions about expenses and reimbursements, please contact Marilyn Wood (mwood@ucsc.edu, x92692) or Robin Shaw (rlshaw@ucsc.edu, x9

Information about UC and UCSC policies and procedures can be found at the following sites:

<http://www.ucop.edu/ucophome/policies/bfb/g28.html>

<http://finaff.ucsc.edu/ap/pgms/travel.htm>

UC Travel Policy

UCSC Travel Guides