

Log in to Concur Account

Create a new Report

Follow the steps in the next following slides.

Maximum Reimbursement for Lunch \$45

Maximum Reimbursement for Dinner \$120

2023-24 Department Colloquium Entertainment Reimbursement Worksheet

Fill in the
Entertainment
Reimbursement
worksheet.

Maximum Allowable Reimbursement

LUNCH 2 HOSTS MAX	DINNER 3 HOSTS MAX
1 guest @ \$15 max. + 2 hosts @ \$15 max.	1 guest @ \$30 max. + 3 hosts @ \$30 max.
= \$45 total including tax and gratuity	= \$120 total including tax and gratuity

University Rules Governing Reimbursement for Entertainment Purpose

- Alcohol: University policy prohibits reimbursing graduate students for alcohol.
- Reimbursement request must include an **itemized receipt**, not merely a credit card payment receipt.
- Only one host will be reimbursed.

Reimbursement Information (include both first and last names)

Meal Type: Lunch Dinner

Location: _____ Date: _____

Guest (Speaker): _____

Host 1: _____

Host 2: _____

Host 3: (dinner only): _____

Group Host/Leader Certification

I was present and certify these entertainment/hospitality expenses were incurred for an official University business purpose.

Name: _____

Signature: _____

Colloquium Reimbursement

Create a new Report fill in the bottom.

Create New Report ✕

* Required field

Policy *	Event/Trip Name *
Travel and Entertainment Expense	Dinner with Colloquium Name

Report Type *	Event/Trip Purpose *	Business Purpose * ⓘ 61/500
Entertainment	Meetings of a Learned Society/Organization	Dinner with Colloquium Name to UCSB for a Department Seminar.

Event/Trip Start Date *	Event/Trip End Date *	Payee Type * ⓘ
MM/DD/YYYY <input type="text"/>	MM/DD/YYYY <input type="text"/>	Employee

Group Travel *	Expense provided to Spouse/Dp/Child/Dep care *	Personal Days/Justification ?
Yes	No	

Dept *	1	FAU * ⓘ	2	Cost Type ⓘ	Sub Account * ⓘ
(GEOL) DEPARTMENT OF EARTH SCIENCE	X	(GEOL-ESDSC-8-404033-20300) GEOL/UNEX-FEE	X		3-Supplies and Expense

Host Name (for Entertainment Expenses)	Report Total
Your Name	

Comments (Approver Use Only) 0/500

Cancel Create Report

* Required field

Expense Type *

Social & Entertainment Exp. - Food, Rental, Supplies

Description

Dinner at Name of Restaurant

Meal Type *

Dinner

Transaction Date *

MM/DD/YYYY

Location

Dept *

1

(GEOL) DEPARTMENT OF EARTH SCIENCE

FAU *

2

(GEOL-ESDSC-8-404033-20300) GEOL/UNE

Sub Account *

3-Supplies and Expense

Event on UC Leased or Owned Property? *

No

Cost Type

Payment Type *

Employee Out of Pocket

Transaction Amount *

120.00

Currency *

US, Dollar (USD)

Personal Expense (do not reimburse)

Comment

83/500

Dinner With the Speaker (Name of Speaker)
Attendees: List the names of Participant



Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Add the Attendees, If you can't find the name create a new Attendee after that click save.

Add Attendees

[Attendees](#) [Recent Attendees](#) [Attendee Groups](#) [Import Attendees](#)

Search Criteria

* Required field

Attendee Type * Last Name First Name

[Reset](#) [Search](#)


[Create New Attendee](#)

Attendees to Be Added

Added attendees will be listed here

Search Results

[Add](#) [Remove](#)



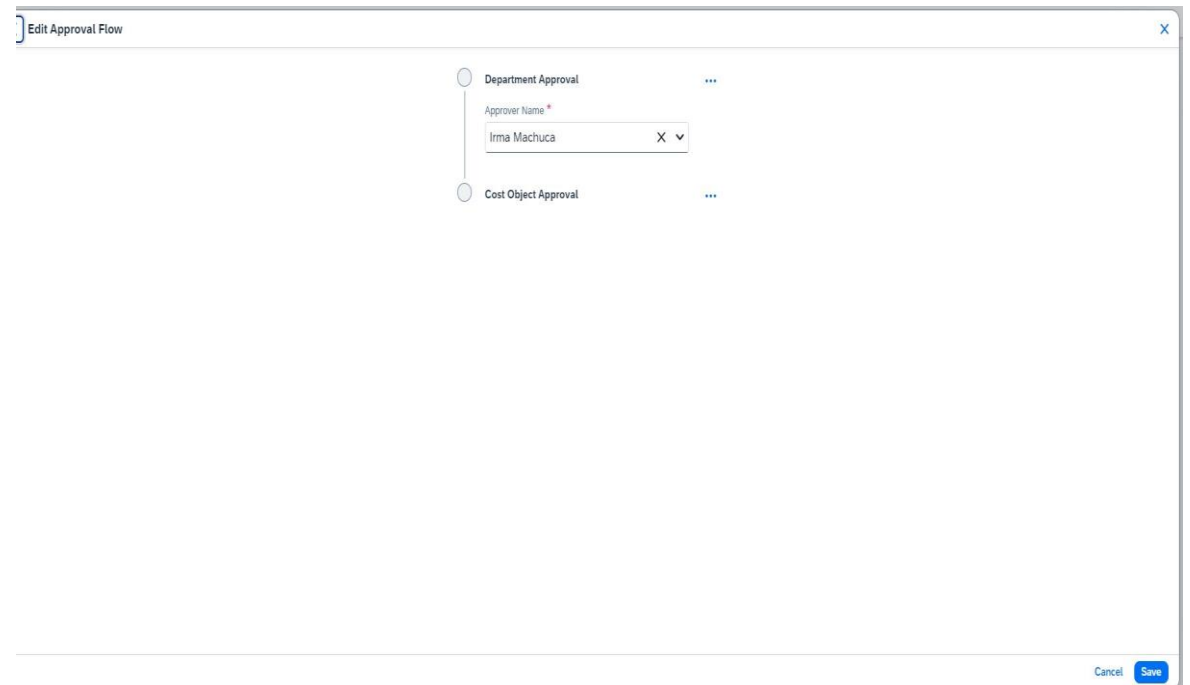
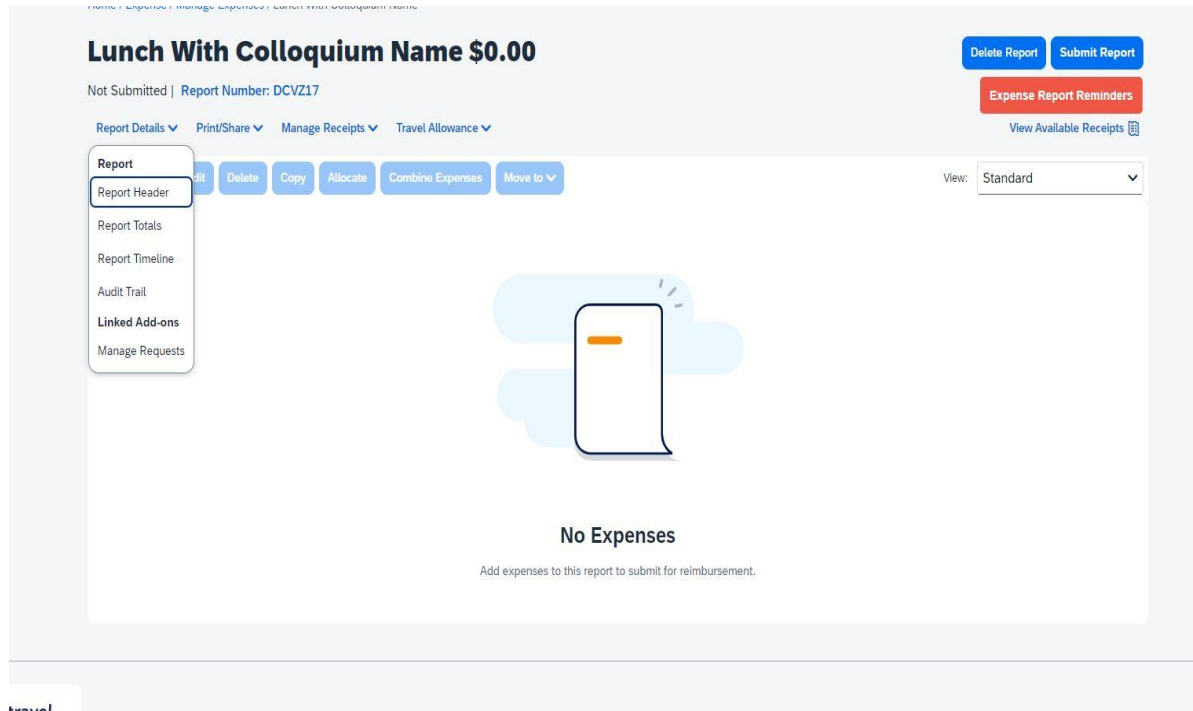
Search for attendees
Start by providing your search criteria

[Close](#)

Before you submit make sure it has the correct name for the Earth Science Approval

Click on Report then on Report Timeline

Click on edit the Approval name and make sure the name is Patricia Machuca.



Click Submit

Maximum Reimbursement for Lunch \$45

Maximum Reimbursement for Dinner \$120