

Purchasing Card (No alcohol), T&E Card (Alcohol allowed)

Business Entertainment Expense

Cardholder name: _____

(PDF Fillable-autopopulates pg.2)

Reimbursement

After completing this form: For Pcard upload receipts and form to works QR for reimbursement submit through RASR

Name of Requestor & Email _____

Name of Restaurant/Location of Event _____

Business Purpose for Entertainment Expense (for example: Inorganic seminar speaker lunch to discuss inorganic research) _____

Date of Visit/Event _____

Total Amount _____

Name of Visitor/Event _____

VISITOR TYPE

For chartfields look here:

- Inorganic
- Analytical
- Organic
- Other, please specify: _____
- Physical
- Poly/Mat
- Biological
- Named Organic
- Eastman Lecture

Candidate Search

- Candidate, Faculty
- Candidate, Graduate
- Other Visitor (ex: Postdoc Interview); Obtain Chartfield from cardholder

Chartfield information can be found [here](#). For questions about chartfield string please contact your administrative support person or accounting.

EVENT TYPE

- Breakfast
- Lunch
- Dinner
- Snacks

ATTENDEES: Number of attendees _____ (List names below if 8 or less persons)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

REIMBURSEMENT POLICY – GENERAL

Maximum Breakfast or Lunch: \$25.00 per person for the candidate and up to three additional people. The maximum \$100.00 includes tax and tip.

Maximum Dinner: Max \$60.00 per person, for a total of \$240.00 including tax and tip. The maximum does not apply for meals charged to industry-sponsored accounts when attended by an industry employee. \$450 for faculty search and department colloquia dinners, including tax and tip. For meals including alcohol submit as a reimbursement.

Overage Payment Options:

- Chartfield _____
- Pay out of pocket
- Email from associate chair approving limit

REQUIRE DOCUMENTATION

1. Itemized Receipt/Invoice
2. Receipt with total amount paid with tip (could be included on itemized (#1) or additional receipt)
3. Complete Entertainment Expense Form
4. Agenda (page 2) or Meeting schedule
5. If using department funds, memo or approval email

Payments from departmental funds, including industrial accounts, over the maximum allowance, require prior approval from the Associate Chair (laura_yurco@unc.edu). Please attach copy of the email approval to documentation.

REIMBURSEMENT POLICY – GRADUATE CANDIDATES

Maximum Lunch: \$25 per person, including tax and a tip, with a maximum of one UNC student host per visitor, and \$25 for each faculty member. **NO ALCOHOL ALLOWED.**

Maximum Dinner: \$45 per person, including tax and a tip, with a maximum of one UNC student host per visitor, and \$45 for each faculty member. **NO ALCOHOL ALLOWED.**

Sample Itemized Receipt and Receipt with total (including tip)

TOPO CHAPEL HILL NC THE SOCIAL CROSSROADS OF CHAPEL HILL

681 COURTNEY
T01 213/1 Chk 964 Gst 6
Mar05'19 12:24PM

1 Asslt RSB	6.00
1 Raisinad Rep	6.00
1 Tea	2.00
2 Soft Drink @ 2.00	4.00
1 Cajun Chix Sand	9.99
1 Southwest Chix	10.99
1 Turkey Salad	11.99
1 Pork Rib Sand	11.50
1 Top Cheeseburger	9.99
Add Bacon	1.00
1 Chopped w/Chx	11.99
Subtotal:	90.96
Tax	5.51
01:04PM Total:	96.47

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For your convenience we are providing the following gratuity calculations:
15% is \$13.64
18% is \$16.37
20% is \$18.19

TOPO CHAPEL HILL NC THE SOCIAL CROSSROADS OF CHAPEL HILL

Date: Mar05'19 01:05PM
Card Type: Visa
Acct #: XXXXXXXXXXXX3774
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 215090
Check: 964
Table: 213/1
Server: 681 COURTNEY
Reference: 1600044621

Subtotal: 90.96
* A Gratuity Is NOT Included *

Gratuity \$ 18.00
Total Due \$ 108.96

Signature _____
I agree to pay above total according to my card issuer agreement.
*** Guest Copy ***

Agenda

(autopopulates from above)

Date: _____

Location: _____

Business Purpose: _____

Number of Attendees: _____

Attendees Names:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____