DIRECT PAYMENT & REIMBURSEMENT REQUEST FORM

Use this chart below to help you categorize an event-related expense type.

<table>
<thead>
<tr>
<th>ENT - Event Type</th>
<th>ENT - Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Meetings</td>
<td>Meals or light refreshments provided to people where there is a valid business</td>
</tr>
<tr>
<td></td>
<td>purpose for the meeting. The meeting must have at least one employee present.</td>
</tr>
<tr>
<td>Programmatic Activities</td>
<td>Meals or light refreshments for volunteers, student team meals, academic based</td>
</tr>
<tr>
<td></td>
<td>activities, student orientation programs, and other student meetings.</td>
</tr>
<tr>
<td>Employee Morale-Building</td>
<td>Meals or light refreshments provided to employees as part of a morale-building</td>
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<tr>
<td></td>
<td>activity, including retirement and recognition receptions. Requires exceptional</td>
</tr>
<tr>
<td></td>
<td>approval.</td>
</tr>
<tr>
<td>On-the-Job Meals</td>
<td>Meals or light refreshments to an employee during work hours as a requirement</td>
</tr>
<tr>
<td></td>
<td>of the employee’s job.</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Meals or light refreshments provided to prospective employees and students.</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Meals, tickets, or other social activities provided to prospective donors or visitors.</td>
</tr>
</tbody>
</table>

REQUIRED FOR EVENT REIMBURSEMENTS

- Complete Direct Payment & Reimbursement Request Form
- Original itemized paid receipt(s)
- Event flyer or email invitation
- List of attendees or recipients & affiliation
- Alcohol (if applicable):
  - ON CAMPUS (serving at an event?): Must submit a UCI Alcohol Request Form (20 business days in advance) to UCI Dining either through email (food@uci.edu) or intercampus mail (zot code – 3700).
    - Step by step: https://food.uci.edu/catering-alcohol/alcohol-policies/
  - OFF CAMPUS: Alcohol must be paid separate or separated from food receipt (including tax) to ensure we are not paying for it on state funds.
    - If 10 or more attendees plan to be at your off-campus event, the UCI Alcohol Request form is required as stated in the on-campus section above.
  - NON-STATE FUNDS: A non 199XX account number is required to process; alcohol cannot be reimbursed using state funds.
  - LIMITS: Recruitment events - Up to 1 drink per attendee, up to 2 drinks per recruit.
    - Ex. Wine – 1 bottle per table

- NOTE: Non-Employee Certification Form (generated in the KFS Reimbursement e-doc, Forms & Reports tab) is required for all non-UCI employees seeking reimbursement. Each KFS reimbursement document generates this form once the non-employee category is filled in.

- NOTE: Policy requires a signed Host Certification Form (generated in the KFS Entertainment Reimbursement e-doc, Forms & Reports tab) for recruitment, employee morale building activities, and entertainment & prospective donor meetings.
DIRECT PAYMENT & REIMBURSEMENT REQUEST FORM

REQUIRED FOR DIRECT PAYMENTS TO VENDOR
- Complete Direct Payment & Reimbursement Request Form
- Original itemized invoice(s)
- Event flyer or email invitation
- List of attendees or recipients & affiliation
- Alcohol (if applicable):
  o ON CAMPUS (serving at an event?): Must submit a UCI Alcohol Request Form (20 business days in advance) to UCI Dining either through email (food@uci.edu) or intercampus mail (zot code – 3700).
    ▪ Step by step: https://food.uci.edu/catering-alcohol/alcohol-policies/
  o OFF CAMPUS: Alcohol must be paid separate or separated from food receipt (including tax) to ensure we are not paying for it on state funds.
    ▪ If 10 or more attendees plan to be at your off-campus event, the UCI Alcohol Request form is required as stated in the on-campus section above.
  o NON-STATE FUNDS: A non 199XX account number is required to process; alcohol cannot be reimbursed using state funds.
  o LIMITS: Recruitment events - Up to 1 drink per attendee, up to 2 drinks per recruit.
    ▪ Ex. Wine – 1 bottle per table

- NOTE: All new vendors must be onboarded onto KFS prior to direct payment taking place. Onboarding takes approximately 2 weeks to finalize. Please plan accordingly.

- NOTE: Policy requires a signed Host Certification Form (generated in the KFS Entertainment Reimbursement e-doc, Forms & Reports tab) for recruitment, employee morale building activities, and entertainment & prospective donor meetings.
PURCHASE REQUISITION FORM

REQUIRED FOR A PURCHASE REQUEST
- Complete Purchase Requisition Form
- Itemized quote or cart
- Equipment Form (if applicable):
  o Electronic Communications Equipment Form.pdf
  o Examples of portable communication devices:
    ▪ laptops, tablets, cell phones, apple watches (other similar watches)
- Software Form (if applicable):
  o SW Procurement Questionnaire.pdf

- **NOTE**: Services & High Value Purchases Orders (ONLY): Require additional campus approval. Please submit documents at least 2 weeks in advance if possible and clearly state your desired service or in-hand date. Onboarded vendors turnaround is approximately 2 weeks. **New vendors (must onboard) turnaround is approximately 2-4 weeks.**

- **NOTE**: UROP requests - Please refer to UROP Student-Advisor process.

- **NOTE**: Purchasing agents, please collect the following for reconciliation:
  o Itemized Invoice
  o Itemized Receipt
  o Packing Slip
TRAVEL REIMBURSEMENT REQUEST FORM

REQUIRED FOR A TRAVEL REIMBURSEMENT
- Complete Travel Reimbursement Request Form
- Itemized receipts with proof of payment for all expenses. Receipts must include:
  o Airfare: must include the ticket number
  o Lodging: hotel folios or similar receipt with dates of stay, room charge, and taxes
  o Car Rental: must include rental agreement number, total charge, and miles in/out
  o Mileage: must include a Mileage Reimbursement Form

- Moving & Relocation (ONLY), the following items are required in addition:
  o Offer Letter
  o Exceptional Approval Letter for Academic Appointments only.
  o Relocation Tax Agreement
  o NOTE: Household, personal items and other eligible moving costs are only reimbursed at 50% for Academic appointments.

- NOTE: Non-Employee Certification Form (generated in the KFS Reimbursement e-doc, Forms & Reports tab) is required for all non-UCI employees seeking reimbursement. Each KFS reimbursement document generates this form once the non-employee category is filled in.

- NOTE: UROP requests - Please refer to UROP Student-Advisor process.
MILEAGE REIMBURSEMENT REQUEST FORM

REQUIRED FOR A MILEAGE REIMBURSEMENT
- Complete Mileage Reimbursement Form
- Print PDF of trip’s total mileage via MapQuest/Google Maps Directions
  o Google Map Directions Tool
- **NOTE:** Non-Employee Certification Form (generated in the KFS Reimbursement e-doc, Forms & Reports tab) is required for all non-UCI employees seeking reimbursement. Each KFS reimbursement document generates this form once the non-employee category is filled in.

- **NOTE:** If other travel expenses apply (ex: parking), please complete a Travel Reimbursement Form and follow procedures.