



## UC SANTA BARBARA - PROCUREMENT SERVICES

### Non-Hosted Business Meeting Expenditures – Flexcard & Gateway Form

Bulk expenditures for [non-hosted](#) Business Meetings and Programmatic Activities may be processed through Gateway and/or on a Flexcard, and must be in accordance with [BFB BUS-79](#). Keep all applicable receipts and invoices with this form, and attach to your requisition if using Gateway, or keep in your files if using the Flexcard.

**This form is not to be used for [Hosted](#) events, Entertainment, Hotel/Catering, Recruitment expenses, or recurring (vendor blankets) events. Unallowable expenses are not reimbursable.**

PLEASE ONLY USE COMMODITY CODES 50000000 & 90000000, AND/OR OBJECT CODES 7250, 7750 & 7757

Department		Prepared By	
Vendor Name		Dollar Amount	
Estimated Number of Participants		Estimated Cost per Participant	
Names & Titles or group affiliations of Participants (add additional page if needed)			
Justification of any exceptional expenditures, including exceeding <a href="#">policy</a> limits:			
<a href="#">Purpose</a> (link to definitions)	Business Meeting	Programmatic Activity	
<a href="#">Type of Expense</a> (link to limits)	Meal:    Breakfast                  Lunch                  Dinner                  Light Refreshments	Other:	
<a href="#">Quantity Purchases</a>	Is this a Quantity Purchase?    Yes                  No		
	<b>If yes:</b> Department Heads (or equivalent authority) must sign this form. Department should maintain an inventory and proper control of all quantity purchases. Quantity purchases (e.g., beverages, nonperishable food, supplies, etc.) should be limited to the amount that will be used <u>within the fiscal year</u> . With respect to supplies, a reasonable estimate of the quantities used and the associated cost may be entered on an inventory record. Click <a href="#">here</a> for a sample UC Inventory Form.		
Business-related nature of the occasion for the purchase (attach additional page if needed):			

I sign as the Approving Authority, an individual who has been delegated written authority to approve expenditures for meals, light refreshments, and other amenities described in [BFB BUS-79](#). I certify that these entertainment/hospitality expenses were incurred for an official University business purpose and they comply with University policy and fund source allowability.

Signature	Date
Print Name and Title	

PLEASE ONLY USE COMMODITY CODES 50000000 & 90000000, AND/OR OBJECT CODES 7250, 7750 & 7757