

DIRECT PAYMENT & REIMBURSEMENT REQUEST FORM

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

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

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):
 - 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:** 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:
 - Airfare: must include the ticket number
 - Lodging: hotel folios or similar receipt with dates of stay, room charge, and taxes
 - Car Rental: must include rental agreement number, total charge, and miles in/out
 - Mileage: must include a Mileage Reimbursement Form

- Moving & Relocation (ONLY), the following items are required in addition:
 - Offer Letter
 - Exceptional Approval Letter for Academic Appointments only.
 - [Relocation Tax Agreement](#)
 - **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.