

UNIVERSITY OF CALIFORNIA
 ACCOUNTING FOR AMERICAN EXPRESS
 Billing of _____ 19__

Transaction*	Paid to:	Explanation	Account Coding			
			Loc.	Account	Fund	Sub
1.	_____	_____				
	Amount \$ _____	_____				
2.	_____	_____				
	Amount \$ _____	_____				
3.	_____	_____				
	Amount \$ _____	_____				
4.	_____	_____				
	Amount \$ _____	_____				

*Use additional sheet as necessary.

NOTE: If expenditure relates to travel, charge to the travel advance account (X-112150). Documentation and tax-reporting information are to be provided on the travel voucher.

If expenditure is charged to the Administrative Fund, explanation should include the time and place of entertainment or date and description of gift, University purpose, and University business relationship of those entertained.

If expenditure is charged to other funds, any fund restrictions should be observed and the usual University rules on entertainment, membership in organizations, etc., should be followed.