



SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

April 19, 2005

CHANCELLORS

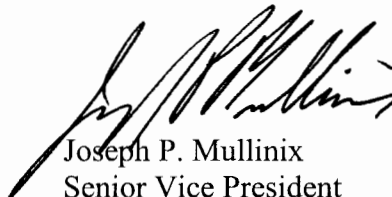
Enclosed is the revised Business and Finance Bulletin BUS-79, Expenditures for Entertainment, Business Meetings, and Other Occasions. The Bulletin is effective for expenses incurred on or after May 1, 2005.

The Bulletin has been expanded to address expenses for meals, light refreshments, and related costs incurred in connection with non-entertainment activities, such as business meetings, on-the-job meals provided to certain employees, and meals furnished to students. The Bulletin has also been revised to provide further guidance on allowable entertainment-related activities and required supporting documentation and approvals. The following activities are among the changes addressed in this revision:

- On-the-job meals provided to employees who are required to remain at their work stations during a normal meal time, such as resident assistants, safety workers, food service employees, etc.;
- Meals provided to students in connection with the recruitment and training of student athletes, student orientation programs, student government meetings, etc.;
- Quantity purchases of food, beverages, and related items purchased in connection with official entertainment activities; and
- Cash donations made by the University to non-profit organizations as part of meal or registration fees paid for employees to attend community or charitable fundraising events.

In addition, a new Appendix has been added detailing the level of approval required for specific expenditures authorized under the Bulletin.

Any questions regarding the policy or procedures contained in the Bulletin should be addressed to Vice President Broome.



Joseph P. Mullinix
Senior Vice President

Enclosure

cc: Vice President Broome
Members, President's Cabinet
Vice Chancellors—Administration
Assistant Vice President Plotts
Controllers
Manager O'Neill
Coordinator Capell