Representational Allowances and Special Events

(1) All expenditures for Representational Allowances or Special Events must have prior approval from the Unit Dean/Director before purchases are made. Only the Dean/Director can sign for representational allowances or special event expenditures. *(Special Note: A limited amount of funding is budgeted by the Chancellor to each unit to spend each fiscal year for Representational Allowances within his/her unit.)*

(2) The account (object) code for entertainment expenditures is 8115. The account (object) code for catering is 3008, and for food (non-catered) and/or awards is 4008.

(3) Examples of entertainment (acct 8115) include: “Business” meals if not incorporated into a larger event, office parties, insignia items, holiday and “Thank You” cards, etc. **No Gifts or Alcoholic Beverages may be paid from state funds, and are extremely limited for grant funds. In general, do not plan on making this type of purchase.**

(4) Examples of special events (acct 3008 or 4008) include: Refreshments/meals for Advisory Council meetings and workshops, awards and plaques for merit recognition, and like purchases. *(Budgets are submitted to the CES & SNRAS-AFES Business Office and approved on the Workshop Budget Form prior to the workshop.)*

(5) A “UAF Representational Expense Allowance” form must be used and submitted for reimbursement/payment of qualifying expenditures for special events or representational allowances.

(6) Prior to time of the upcoming event, you should submit the form along with your request for a PO, LPO, or a Call Number with estimated expenditures to the Business Office. After the Dean/Director signs the Representational Allowance form it will be submitted with your request for a PO or will be returned to you with your LPO or Call Number so you can make your purchases prior to the event.

(7) **DO NOT** pay for such expenditures out of pocket with the expectation of being reimbursed. You will not be reimbursed for unauthorized, representational expenses.

(8) After the purchase has been made, return the original receipts/invoices with your LPO, Call Number Request, or Purchase Order form to the Business Office for processing. If the number of people involved in the function needs to be revised from your first submission, please indicate on the Representational Allowance form for final processing.

(9) **NOTE:** The UA regulations regarding Representational Allowances now states specifically that:

- Expenditures are not merely subject to regulations, but also to...public perception and the appearance of impropriety.

- Expenses for **alcoholic beverages and gifts are not reimbursable** from public funds.

- Expenses incurred for meals and refreshments in connection with taking coworkers or employees to lunch, dinner, etc., in a public restaurant, or private home are not reimbursable unless such expenses are incurred in connection with representation of the university to external parties, such as meetings with dignitaries or personnel recruitment.

- Expenses for personal memberships in, or donations to, civic, community, service and social clubs, or organizations are not reimbursable expenses.