**Entertainment Expense Reimbursement (To Employee)**

Out of pocket expenses are incurred for an event, by the Host.

The Host fills out the Campus Entertainment Form, attaches receipts (taped to a piece of paper), meeting agenda, list of attendees, and if applicable, obtains the signature of the PI for the account(s) being charged.

The Host submits the form and receipts to their Department Account Manager (AM) for:
- Review of allowable expense
- Review of availability of funding
- Review of completeness of the paperwork (EEV form complete, receipts, copy of meeting agenda, list of participant names, etc)
- Sign off on the EEV form
- Obtain signature of Department Chair/MSO on the EEV Form

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located at 1008 Kemper Hall. Paperwork is date stamped.

SS will work with the host on questions/issues.

SS inputs into MyTravel.

SS clicks the ‘Notify Employee’ button once the document is ready for the Host to review and submit.

SS provides paperwork to the SS Supervisor for review and approval. The Supervisor will remind the Host they need to submit if necessary.

The SS Supervisor will review and approve the documents within MyTravel as the delegated Account Manager for all College accounts.

Once a week, hardcopy paperwork for completed transactions will be distributed back to the department via Department mailboxes in the College Mail Room.

The Department will need to approve all MyTravel documents as the “Department Approver”. Since the hardcopy paperwork will be returned on a weekly basis, the Department Approver may choose to approve without the paperwork to avoid additional delays in reimbursing the host.

All entertainment for Department Chair’s require the approval of the Dean (or designate) and should be ad-hoc routed to the Assistant Dean via MyTravel.
**Entertainment Expense Payment (To Sodexo)**

Arrangements are made directly with Sodexo for an event.

Sodexo e-mails the invoice for the event to the Host.

The Host fills out the Campus Entertainment Form, attaches the Sodexo Invoice, meeting agenda, list of attendees, and if applicable, obtains the signature of the PI for the account(s) being charged.

The Host submits the form and receipts to their Department Account Manager (AM) for:
- Review of allowable expense
- Review of availability of funding
- Review of completeness of the paperwork (EEV form complete, receipts, copy of meeting agenda, List of participant names, etc)
- Sign off on the EEV form
- Obtain signature of Department Chair/MSO on the EEV Form

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located at 1008 Kemper Hall. Paperwork is date stamped.

SS will work with the host on questions/issues.

SS inputs into MyTravel.

SS clicks the ‘Notify Employee’ button once the document is ready for the Host to review and submit.

SS provides paperwork to the SS Supervisor for review and approval. The Supervisor will remind the Host they need to submit if necessary.

The SS Supervisor will review and approve the documents within MyTravel as the delegated Account Manager for all College accounts.

Once a week, hardcopy paperwork for completed transactions will be distributed back to the department via Department mailboxes in the College Mail Room.

The Department will need to approve all MyTravel documents as the “Department Approver”. Since the hardcopy paperwork will be returned on a weekly basis, the Department Approver may choose to approve without the paperwork to avoid additional delays in paying Sodexo.
**Entertainment Expense - Paying other vendors**

Arrangements are made directly with the vendor for an event by the department.

Vendor sends the invoice for the event to the Host.

The Host fills out the Campus Entertainment Form, attaches the Invoice, meeting agenda, list of attendees/flyers/email invitation, and if applicable, obtains the signature of the PI for the account(s) being charged.

The Host submits the form and receipts to their Department Account Manager (AM) for:
- Review of allowable expense
- Review of availability of funding
- Review of completeness of the paperwork (EEV form complete, receipts, copy of meeting agenda, List of participant names/flyer/email invitation, etc)
- Sign off on the EEV form
- Obtain signature of Department Chair/MSO on the EEV Form

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located at 1008 Kemper Hall. Paperwork is date stamped.

SS will work with the host on questions/issues.

SS inputs it in Dafis via EEV.

SS provides paperwork to the SS Supervisor for review and approval.

The SS Supervisor will send back the documents to SS Specialist and will forward it to Acctg-AP and send a copy to the department once a week via intercampus envelopes placed in the department mailboxes in the College Mail Room.