

## **Physical and Biological Sciences Divisional Policy Regarding Approval and Reimbursement for Alcohol (12-17-08)**

As this year's faculty recruitments begin and other events are scheduled for the new academic year, I would like to provide you with a brief statement of the Divisional policy regarding the purchase of alcohol at University events.

As you know, the consumption of alcohol should never be the focus of any event and normally cannot be purchased with University funds. However, if an event can be shown to serve a clear and necessary business purpose of benefit to the University, alcohol can be paid with additional approvals. The Dean is the only individual within the Division who has been delegated the authority to approve these transactions, and this authority cannot be redelegated.

For a routine event, such as a recruitment dinner held at a local restaurant, the rule of thumb is that the Dean will approve reimbursement for alcohol up to \$12.00 per person (exclusive of tax). The Dean recognizes that there are some events that may include multiple off-campus constituents—such as visiting committees, community leaders, and donors—where a slightly greater reimbursement per person will be considered by exceptional request. Please note that there will not be any reimbursement approved for alcohol at student-focused events.

In addition, an appropriate fund source must be used for expenditures for alcohol: unrestricted funds must be used as policy prohibits the use of state or federal funds for this purpose.

An Alcohol Permit is required whenever alcohol is to be served at an event held on campus—regardless of payment source (this includes events held at Long Marine Lab). An Alcohol Permit is not required when an event is held off campus. Please submit request for Permit to the Dean's Office at least one week in advance of your event.

If you are planning an event and you are unsure of whether the purchase of alcohol will be approved, call the PBSi Divisional Resources before assuming it will be approved.

Questions? Contact Marilyn Wood (x9-2692) or Robin Shaw (x9-3748).

Additional information regarding this topic can be found at the following sites:

***Alcohol Policy Related to Entertainment***

<http://matman.ucsc.edu/FINSRV/AlcoholPolicy.htm/view>

***UCOP Entertainment Policy***

<http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>

***UCSC Alcohol and Drug Policy:***

<http://www2.ucsc.edu/aod/policy.html>

***UCSC Payment Guideline Entertainment Procedure:***

<http://www2.ucsc.edu/finaff/ap/guide/apgt35Entertain.htm>

***UCSC Entertainment Reimbursement Form (Mac or PC)***

[http://finaff.ucsc.edu/resources/xls/ap/DirectPay\\_MAC.xls](http://finaff.ucsc.edu/resources/xls/ap/DirectPay_MAC.xls)

[http://finaff.ucsc.edu/resources/xls/ap/DirectPay\\_PC.xls](http://finaff.ucsc.edu/resources/xls/ap/DirectPay_PC.xls)