

Campus Life F&E – Cheat Sheet

(10/31/13)

Note: *Mandatory Student fees¹ cannot be used to pay for Top Level events (ie. Events with alcohol, employee morale events, ticket purchases, etc..) unless it is specifically stated within the description of the fee.*

Top Level Event (Requires AVC & EVC pre-approvals)

001250 Employee Morale (host required)

- Staff team building, retirement party, recognition, staff year end celebrations, holiday events, etc..
- Per person threshold exceeded
- Alcohol served
- Purchase of tickets for staff/students for social events
- Events where spouse, domestic partner or a family member attends
- Events where cash contributions, or registrations fees are included in the costs of a nonprofit fundraiser

Staff Events (>\$1K requires AVC pre-approvals, >\$5K requires AVC & EVC pre-approvals)

001251 Academic Activities – Visitors and/or official guests for lectures, colloquia, seminars.

001270 Business meetings – Meetings of employees to conduct official UC business.

001272 On the Job Meals – Meals provided to employees during business hours.

001271 Entertainment Hospitality Event (host required) – Prospective donors, community relations, volunteer recognition, alumni events, recruitment.

001273 Student Outreach Events (host required) – Outreach to prospective students.

Student Events (>\$5K requires AVC & EVC pre-approvals)

001253 Student Programmatic Events & Activities – Study hall, orientation, commencements, student meetings, student enrichment, training programs and community support activities.

See link for complete descriptions:

https://financial.ucsc.edu/Pages/Entertainment_EventExpenseGuide.aspx#entertainment_before

^{1.} Mandatory student fees represent the following fund sources: General funds (19900/19924), Student Services Fee (20000), and all student referenda based fees.