

UAA Representational (Rep) Expense Allowance Guidelines

Representational expenses are defined in UA BOR [R05.02.070](#)

This document is intended for general guidance. If you have specific questions or would like assistance in interpreting the regulations, please contact Accounts Payable/Travel. Completed Representational Allowance Forms must be submitted or kept with each expenditure payment file.

Representational (Rep) Allowance forms must be completed for all activities that fall into the following account codes:

- Any 8115 expenses over \$200, and any gifts or “other discretionary expenditures,” require the signature of the Rep Allowance designee (assigned by the Chancellor).
- Any non-8115 entertainment-type expense, or any 8115 expense under \$200, can be approved by the fiscal or account manager with the exception of gifts and “other discretionary expenditures.” *The purchase of gifts that cost more than \$100 requires approval of the VC of Administrative Services.*

A complete list of Chancellor’s designees can be found here: (website coming soon)

8115 Account Code

This entertainment code is for direct conduct of university business or interests.

Examples include but are not limited to:

Open house events, receptions, retreats, staff recruiting (meals or receptions), thank you or holiday cards, water, coffee, tea, sodas, events at private homes, plasticware, paper plates, cups, and taking visitors or guest speakers to dinner, condolence flowers.

3008/4008 Account Codes

For entertainment type expenses not required to be charged to representational account 8115. These are treated and documented the same as 8115 expenses.

3008 (3018, if restricted fund) is used for catered events.

4008 (4018, if restricted fund) is used for self-catered events (i.e. food picked up from grocery stores or restaurants to be used at a self-catered event). Small tokens of appreciation (*less than \$25*), such as a plaque, may also be charged to 4008/4018.

Examples include but are not limited to:

Advisory Council/Board meetings, conferences*, special university events, staff/faculty convocation or orientation, commencements, student recruitment activities, workshops*, working lunches*, student services programs, research focus groups, awards presentations.

***For conference, training sessions, workshops and work sessions where participants are required to work through a meal period, an agenda and list of attendees must be attached.**

3038 Account Code is used for catered fundraising events, not including donor thank you meals.

4038 Account Code is used for self-catered fundraising events.

Refer to [R05.02.070](#) for unallowable types of entertainment expenses, and additional information.

Per UA regulation, all expenses over \$25 require an invoice. Fund 1 money cannot pay for gifts over \$25 or for alcohol/alcohol-related charges (including bartenders or liquor licenses). Per the Statewide Accounting Manual, entertainment expenses cannot be reimbursed or paid from petty cash. Restricted funds are governed by the agency grant or contract and may vary from state and university regulations. If an event will be self-catered on-campus with a cost of \$500 or more, a waiver from University, Housing, Dining, & Conference Services must be obtained.

All forms must be pre-approved by all necessary parties before purchases are made.