



# CFODFA Approval Group Guide

**For payments made to:**

**Vice Chancellors**

**Deans (except for College of Health Sciences deans)**

**University Librarian (UL)**

**President and CEO, UCI Health System (Health CEO)**

**Transactions including:**

**Travel (TR)**

**Entertainment (ENT)**

**Purchased Goods/Services (DV)**

*(revised March 2025)*

# CFODFA Approval Group Guide

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## This guide answers following questions:

1. Who approves expenses incurred by Vice Chancellors, Deans, University Librarian (UL) and President/CEO UCI Health (Health CEO)?
2. Which Vice Chancellors and Deans does this guidance include?
3. What is the approval process within KFS?
4. When does a document need to be ad hoc routed to the CFODFA Approval Group?
5. In general, what does the CFODFA Approval Group look for when reviewing documents?
6. More specifically, what does the CFODFA Approval Group look for when reviewing Entertainment Reimbursement Documents?
7. More specifically, what does the CFODFA Approval Group look for when reviewing Travel Reimbursement Documents?

## Policy References

UC Policy G-28: [Travel Regulations](#)

UCI Policy Sec. 715-01: [Policy on Travel Authorization and Approval](#)

UC Policy BUS-79: [Expenditures for Business Meetings, Entertainment, and Other Occasions](#)

UCI Policy Sec. 701-20: [Business Meetings and Entertainment Guidelines](#)

UC Policy PPSM-50: [Professional Development](#)

UCI Policy Procedure 50: [Professional Development](#)

UC Policy BUS-43: [Purchases of Goods and Services; Supply Chain Management](#)

UCI Policy Sec. 707-10: [Purchasing Procedures](#)

UC Policy G-41: [Employee Non-Cash Awards and Other Gifts](#)

UC Policy G-42: [Gifts Presented to Non-Employees on Behalf of the University](#)

UC Policy G-43: [University Membership in Organizations](#)

IDA 632: [Exceptions/Additional Approvals to Travel and Business Meeting and Entertainment Expense Policies](#)

## Contact

Division of Finance & Administration  
Office of the CFO and Vice Chancellor  
(949) 824-3454

# CFODFA Approval Group Guide

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## 1. Who approves expenses incurred by Vice Chancellors, Deans, the University Librarian, and the President/CEO UCI Health?

UC Policies BUS-79 and G-28 state that Chancellors may designate one or more vice chancellors to approve entertainment and travel expenses incurred by Vice Chancellors, Deans, and other senior executives. In addition, that designated vice chancellor may further appoint a high-level individual on his or her staff to review and approve expenses on their behalf.

Effective July 18, 2022, Mary Lou D. Ortiz, CFO and Vice Chancellor of the Division of Finance & Administration, is UCI's designated vice chancellor. She has further redesignated two people with the authority to approve travel and entertainment expenses as long as they do not require exceptional or additional approval:

- Rick Coulon, Associate Vice Chancellor of the Division of Finance and Administration,
- Stephanie Tenney, Director of Operations in the Office of the CFO and Vice Chancellor

Any travel or entertainment transactions that require additional or exceptional approval, and any other covered transaction, requires direct approval from Mary Lou D. Ortiz.

## 2. Which Vice Chancellors, Deans, and senior executives does this guidance include?

Vice Chancellor - Equal Opportunity and Compliance  
Vice Chancellor - Equity, Diversity & Inclusion  
Vice Chancellor - Health Affairs  
Vice Chancellor - Information Technology and Data  
Vice Chancellor - Research  
Vice Chancellor - Strategic Communications and Public Affairs  
Vice Chancellor - Student Affairs  
Vice Chancellor - University Advancement & Alumni Relations  
Senior Vice President - UCI Health, and Vice Chancellor – Human Resources  
Dean - Claire Trevor School of the Arts  
Dean - School of Biological Sciences  
Dean - Paul Merage School of Business  
Dean - School of Education  
Dean - Henry Samueli School of Engineering  
Dean - School of Humanities  
Dean - Donald Bren School of Information & Computer Science  
Dean - School of Law  
Dean - School of Physical Sciences  
Dean - School of Social Ecology  
Dean - School of Social Sciences  
Dean - Continuing Education & Distance Learning  
Dean - Graduate Division  
Dean - Division of Undergraduate Education  
University Librarian  
President and Chief Executive Officer - UCI Health System

**Note:** This guidance does not apply to Deans in the College of Health Sciences who report to the Vice Chancellor - Health Affairs.

# CFODFA Approval Group Guide

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## 3. What is the approval process within KFS?

KFS will automatically route reimbursements to the CFODFA Approval Group whenever it detects that the payee is one of the defined titles in Section 2 above.

Many transactions subject to the CFODFA approval are **not** direct reimbursements to VCs/Deans/UL/CEO Health. Therefore, departments must continue to ad-hoc route documents to the CFODFA Approval Group when reimbursing vendors or other people for events and purchases where a senior leader was in attendance but was not the primary payee.

After everyone in a department's KFS approval workflow has approved the document, the last approver (usually the Fiscal Officer or the Accounting Reviewer) ad hoc routes the document to the CFODFA Approval Group. The appointed staff member approves documents on behalf of the CFO, however, documents requiring additional or exceptional approval are ad hoc routed by the appointed staff member to the CFO/VC for their direct approval.

## 4. Does the Chancellor review and approve transactions?

Each month, a report is submitted to the Chancellor's Office which documents all the transactions processed by the CFODFA Approval group. It includes the transactions' details, business purpose, and justification for any exceptional actions.

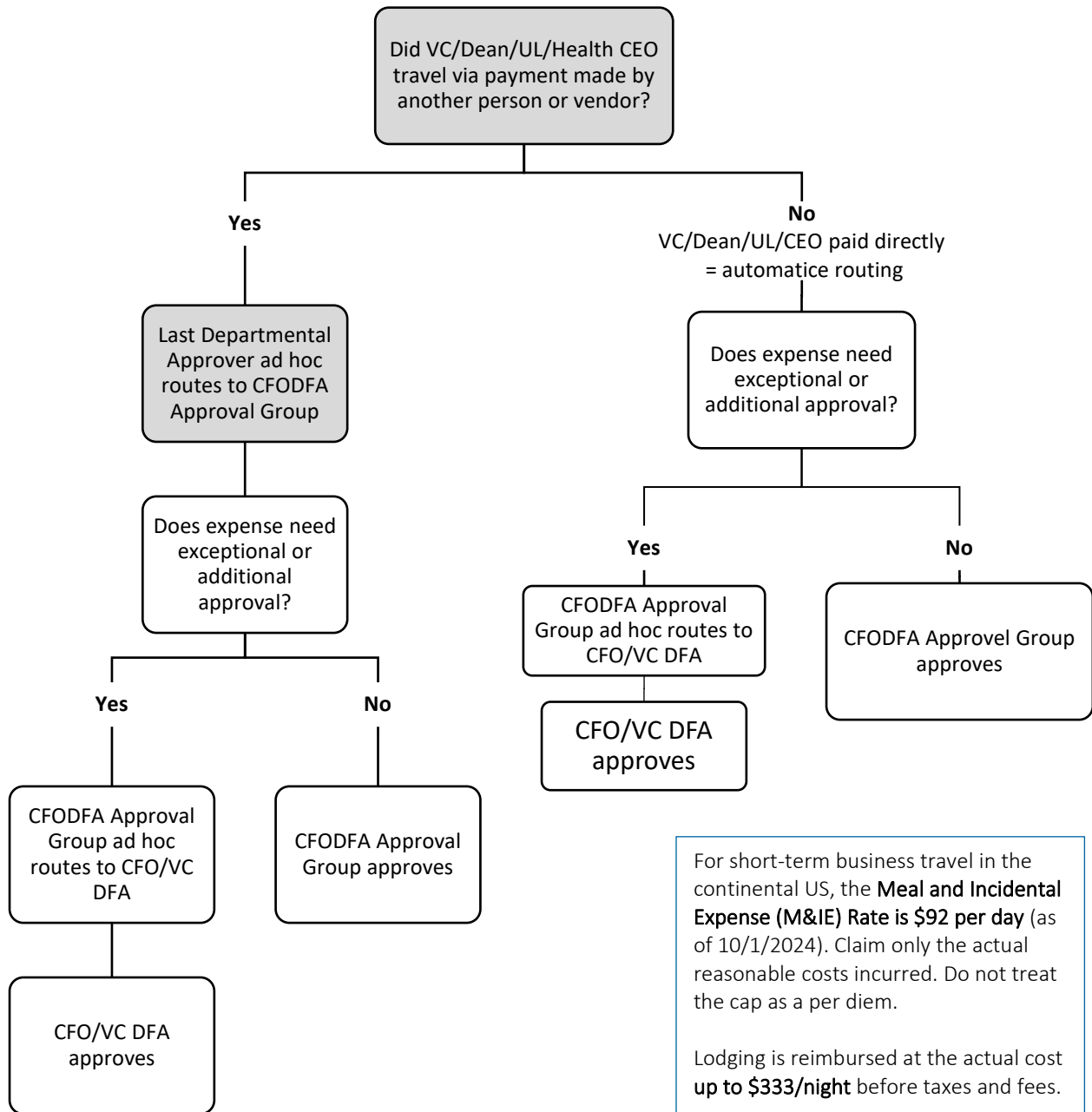
## 5. When does a document need to be ad hoc routed to the CFODFA Approval Group?

Routing is automatic for reimbursements made directly to the named roles in Section 3 on page 3. However, there are many other transactions that require CFODFA Approval Group review and approval which are NOT direct payment to the named role.

The following flow charts are designed to help identify which scenarios require manual ad hoc routing from the originating department. Compliance to policy is in jeopardy if departmental staff do not ad hoc route transactions properly.

# CFODFA Approval Group Guide

## Travel (TR Document)



For short-term business travel in the continental US, the **Meal and Incidental Expense (M&IE) Rate is \$92 per day** (as of 10/1/2024). Claim only the actual reasonable costs incurred. Do not treat the cap as a per diem.

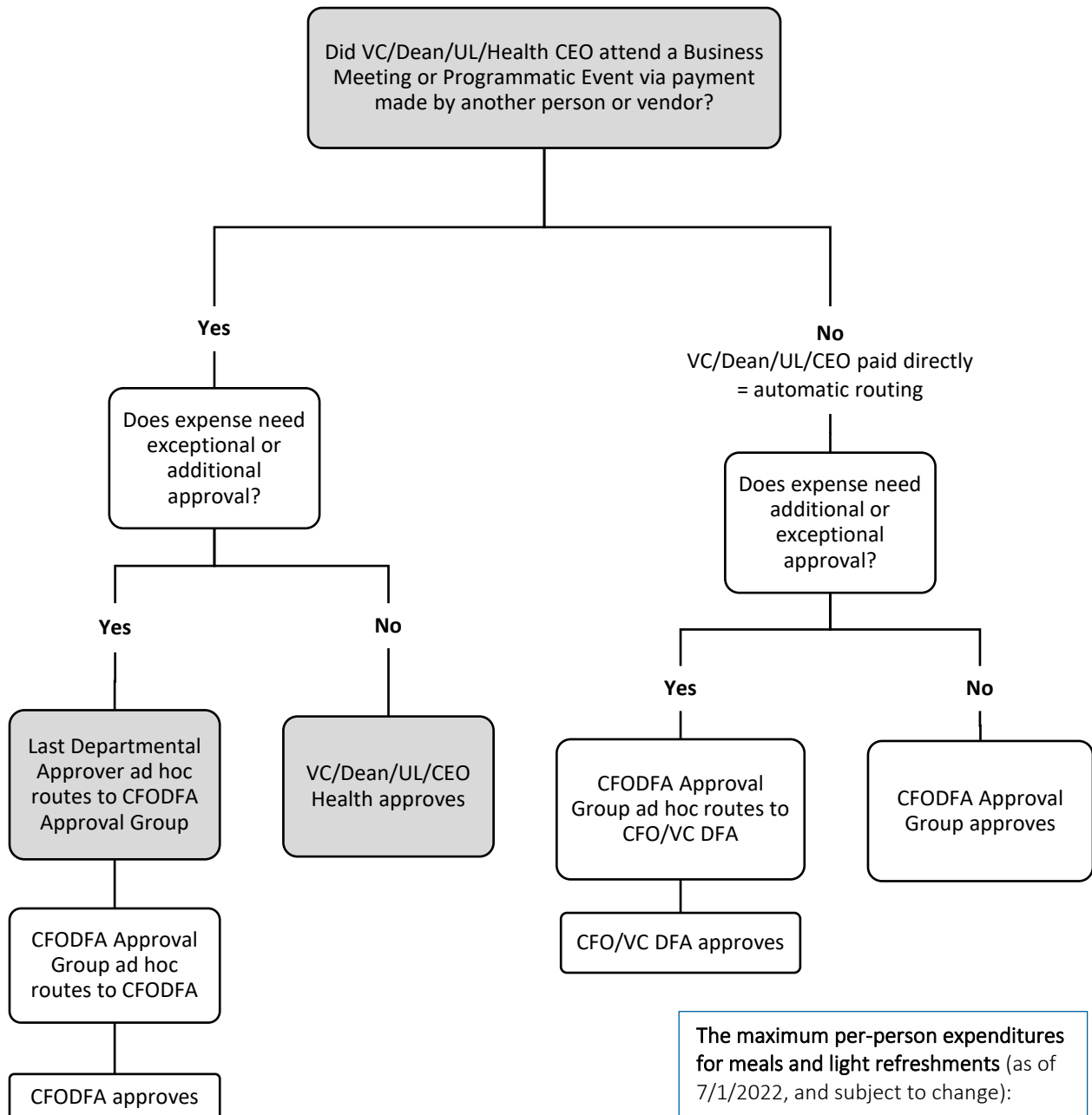
Lodging is reimbursed at the actual cost **up to \$333/night** before taxes and fees.

For business travel outside the continental US or more than 30 days, per diem rates for each location are listed online.

Use of unnecessary, higher-cost services and upgrades require advance written approval.

# CFODFA Approval Group Guide

## Business Meetings and Programmatic Activities (ENT Document)



The maximum per-person expenditures for meals and light refreshments (as of 7/1/2022, and subject to change):

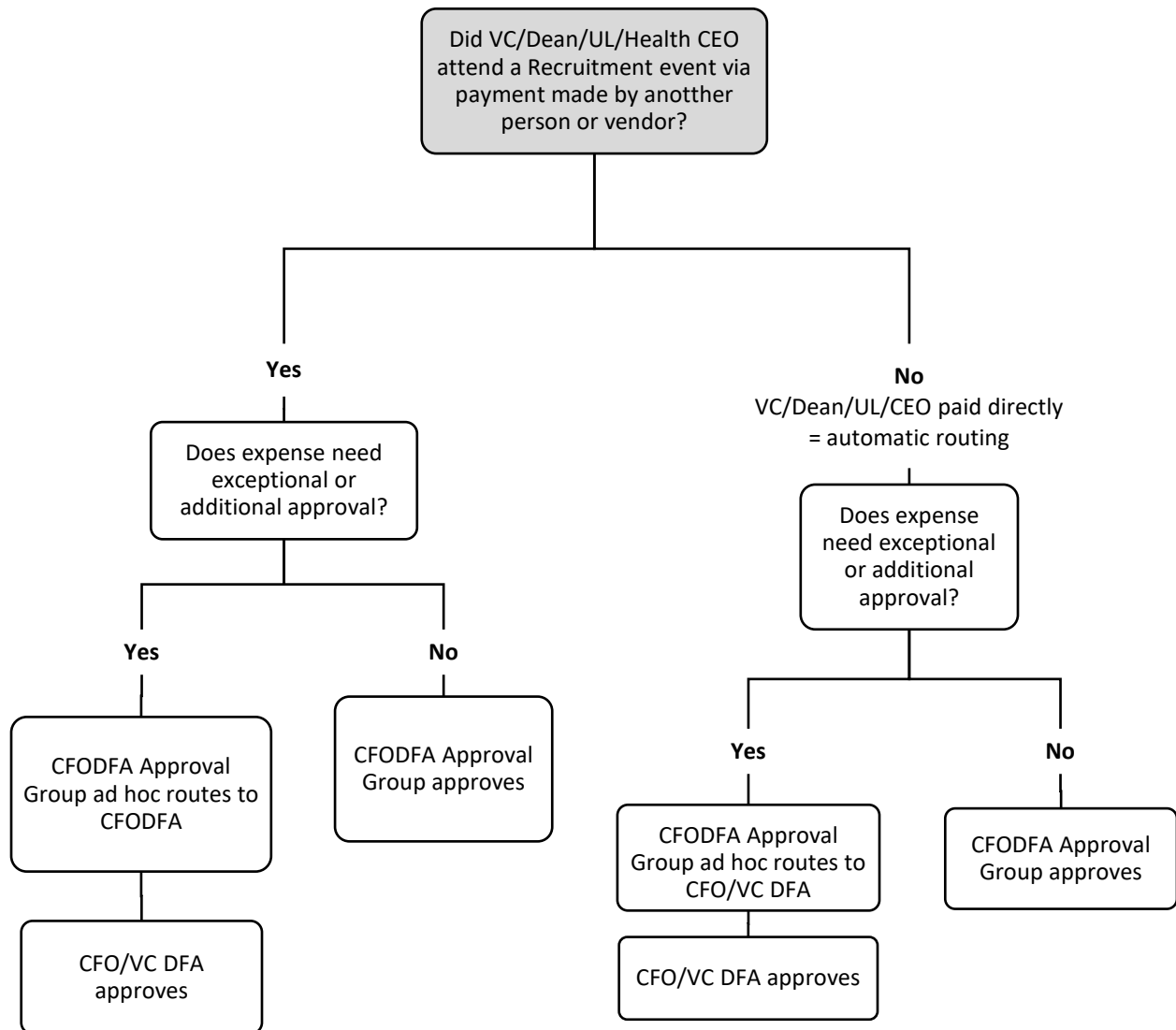
Breakfast - \$31  
Lunch - \$54  
Dinner - \$94  
Light refreshments - \$22

Spouse/Partner/Family attendance of the host or guest always require additional approval.

# CFODFA Approval Group Guide

## Recruitment

(ENT Document; Host Required)



The maximum per-person expenditures for meals and light refreshments (as of 7/1/2022, and subject to change):

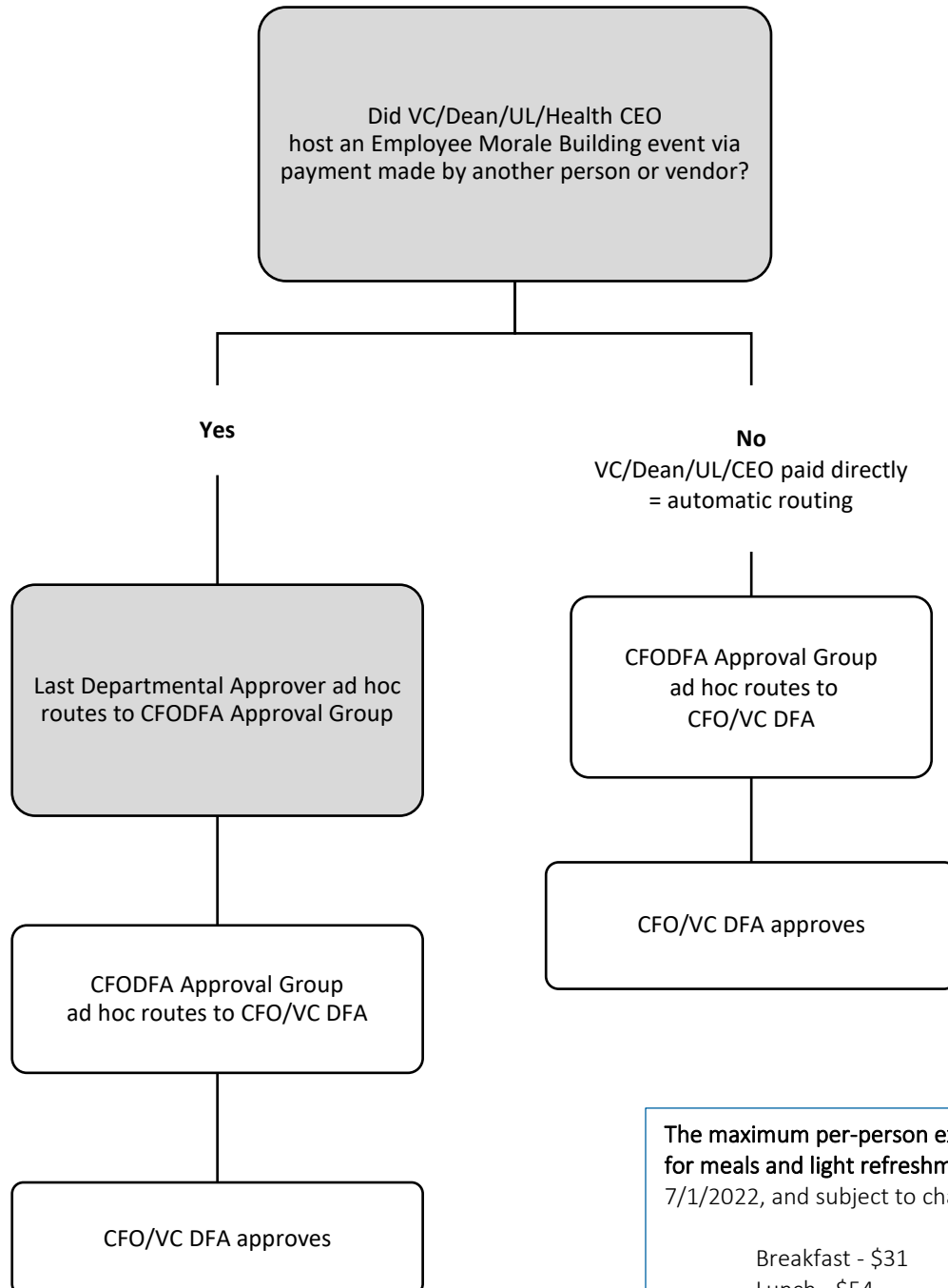
Breakfast - \$31  
Lunch - \$54  
Dinner - \$94  
Light refreshments - \$22

Spouse/Partner/Family attendance of the host or guest always require **additional approval**.

# CFODFA Approval Group Guide

## Employee Morale-Building

(ENT Document; Host Required; Always needs Additional Approver)



**The maximum per-person expenditures for meals and light refreshments** (as of 7/1/2022, and subject to change):

Breakfast - \$31  
Lunch - \$54  
Dinner - \$94  
Light refreshments - \$22

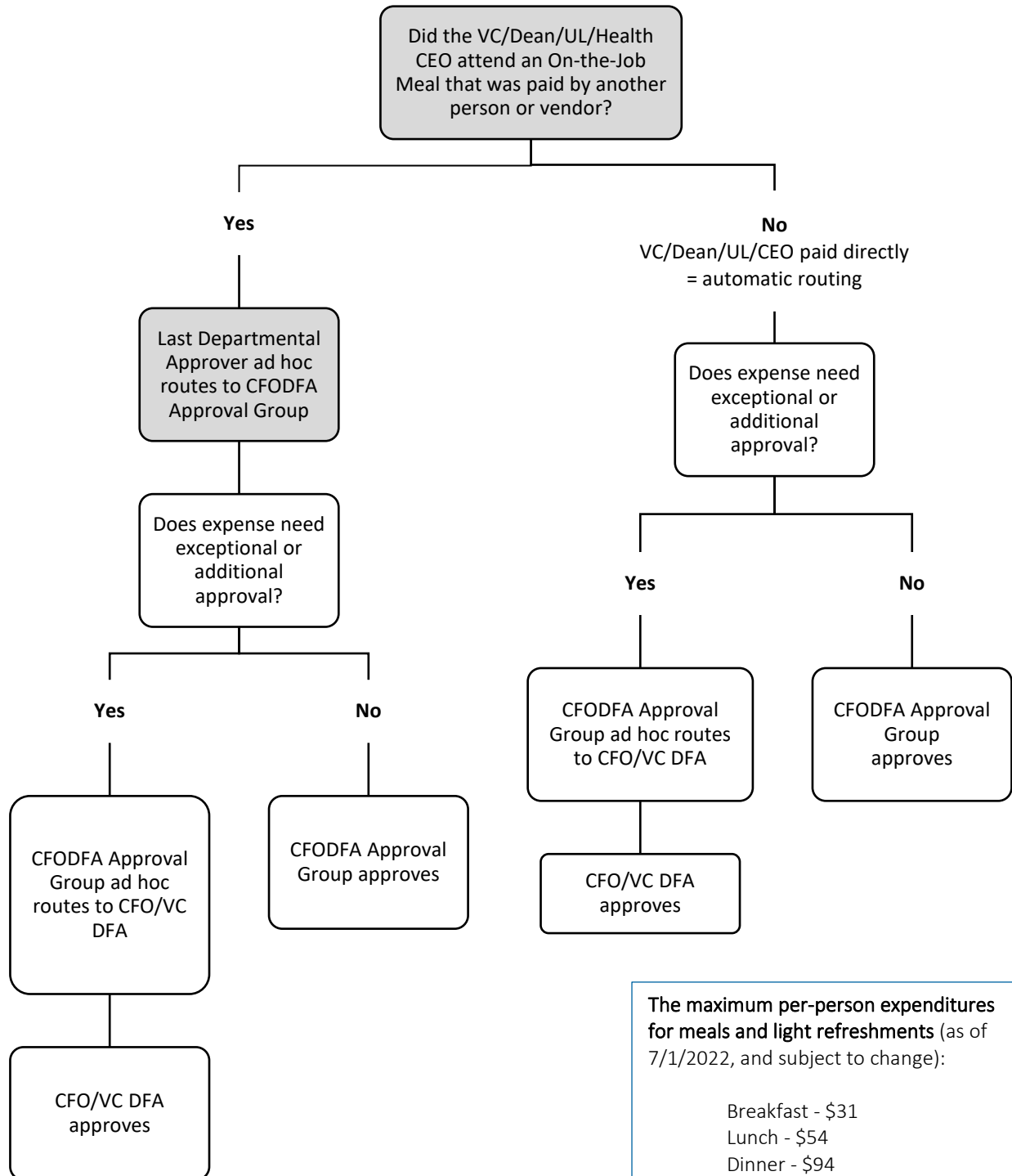
Spouse/Partner/Family attendance of the host *or* guest always require **additional approval**.



# CFODFA Approval Group Guide

## On-the-Job Meals

(ENT Document)



The maximum per-person expenditures for meals and light refreshments (as of 7/1/2022, and subject to change):

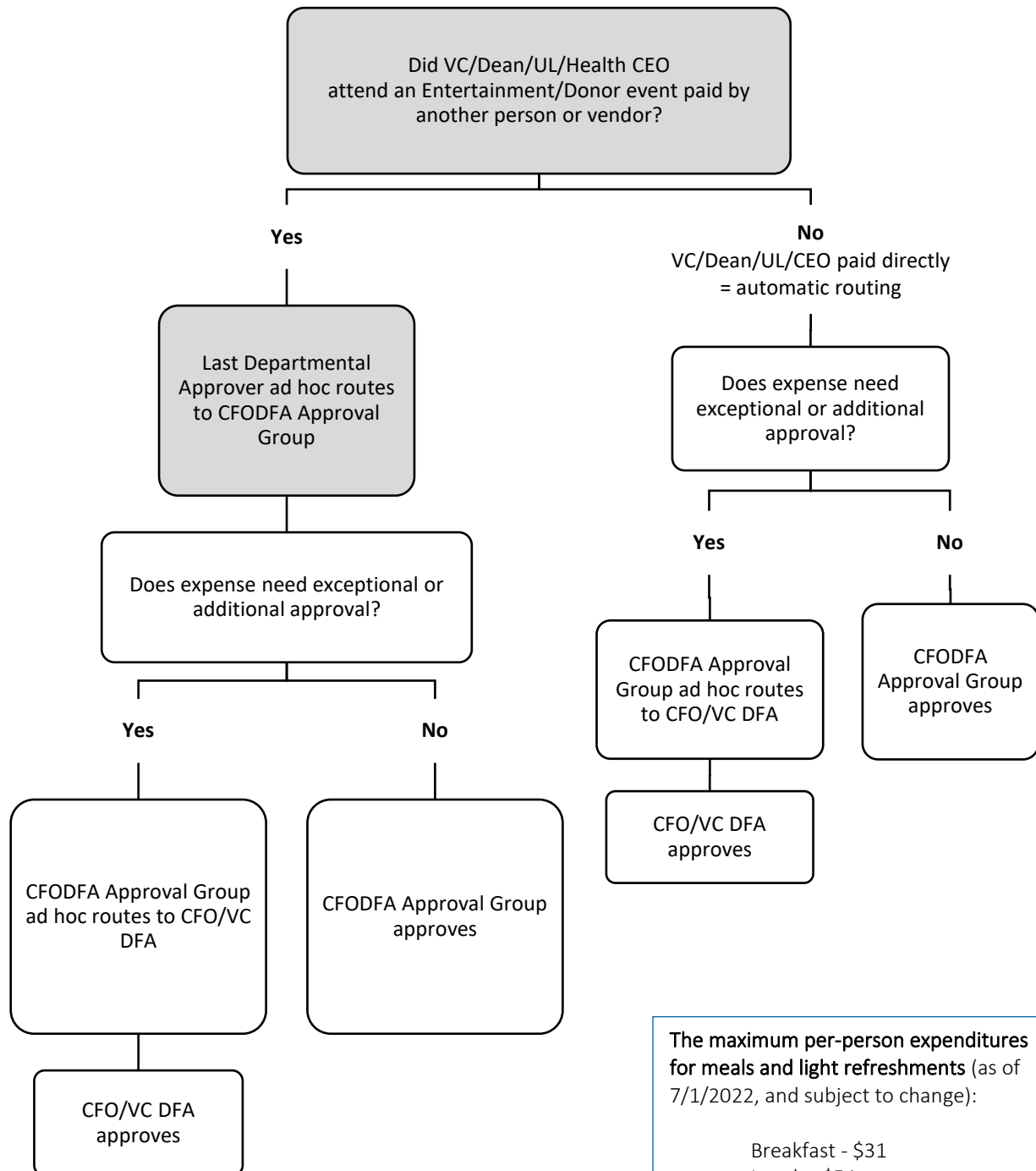
Breakfast - \$31  
Lunch - \$54  
Dinner - \$94  
Light refreshments - \$22

Spouse/Partner/Family attendance of the host or guest always require additional approval.

# CFODFA Approval Group Guide

## Entertainment & Prospective Donors

(ENT Document; Host Required)



The maximum per-person expenditures for meals and light refreshments (as of 7/1/2022, and subject to change):

Breakfast - \$31  
Lunch - \$54  
Dinner - \$94  
Light refreshments - \$22

Spouse/Partner/Family attendance of the host *or* guest always require additional approval.

# CFODFA Approval Group Guide

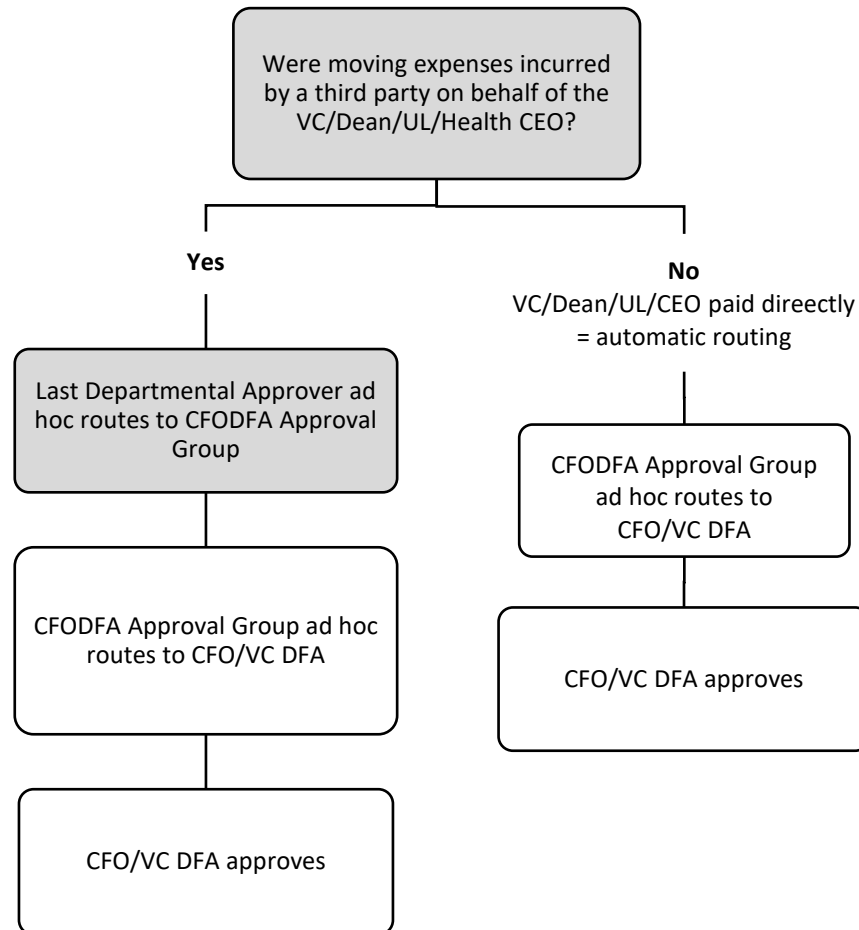
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## Moving and Relocation Reimbursement

(RELO Document; please complete the *Relocation Expense Form*

<http://www.accounting.uci.edu/docs/ap-relocation-expense-form.pdf>;

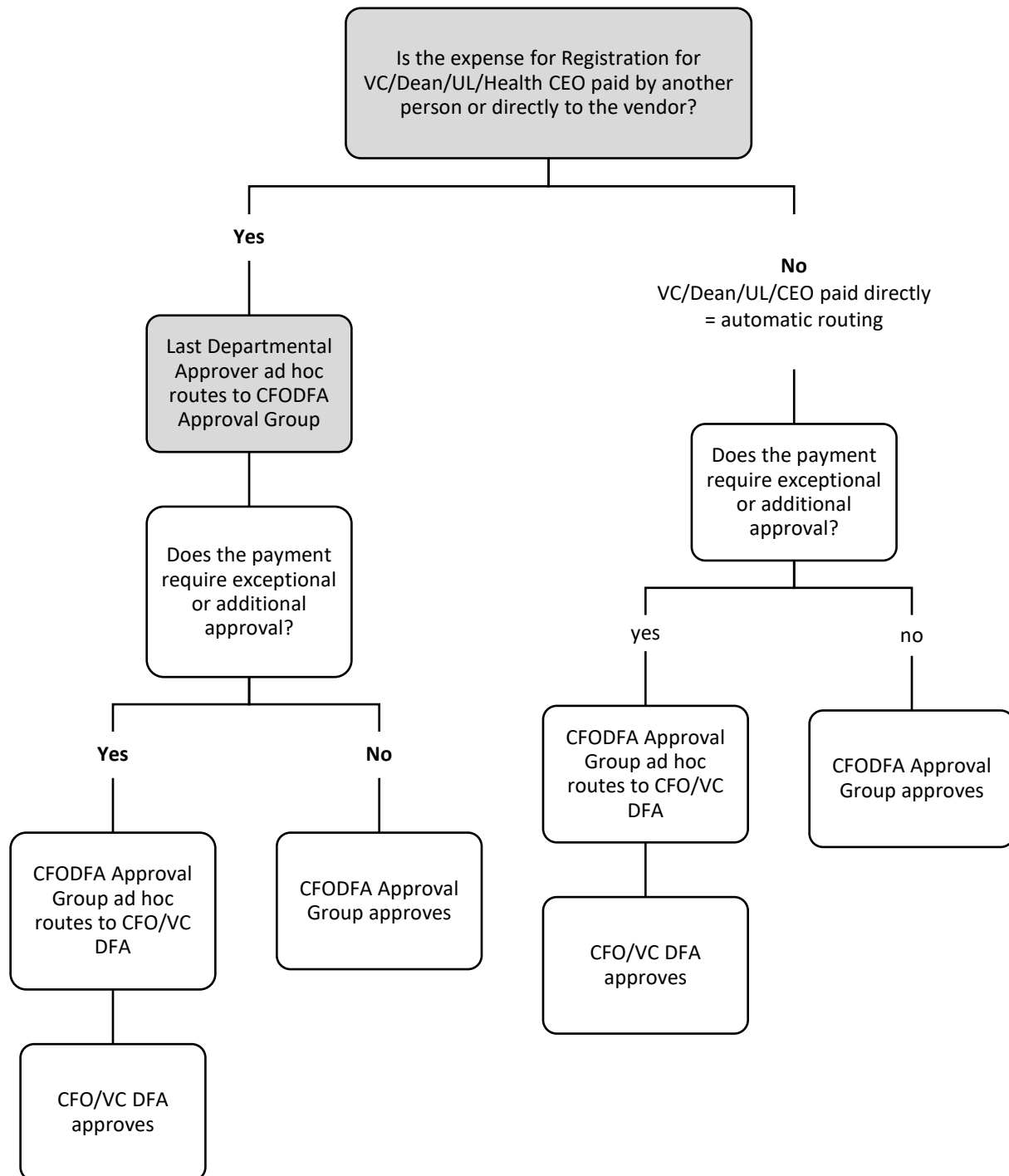
it will help identify what expenses to process on a RELO document versus through payroll.)



# CFODFA Approval Group Guide

## Registration

(TR Document if travel related; DV Document if not travel related or credit card payment not accepted;  
However, direct payment by *PALCard* is the preferred method)



# CFODFA Approval Group Guide

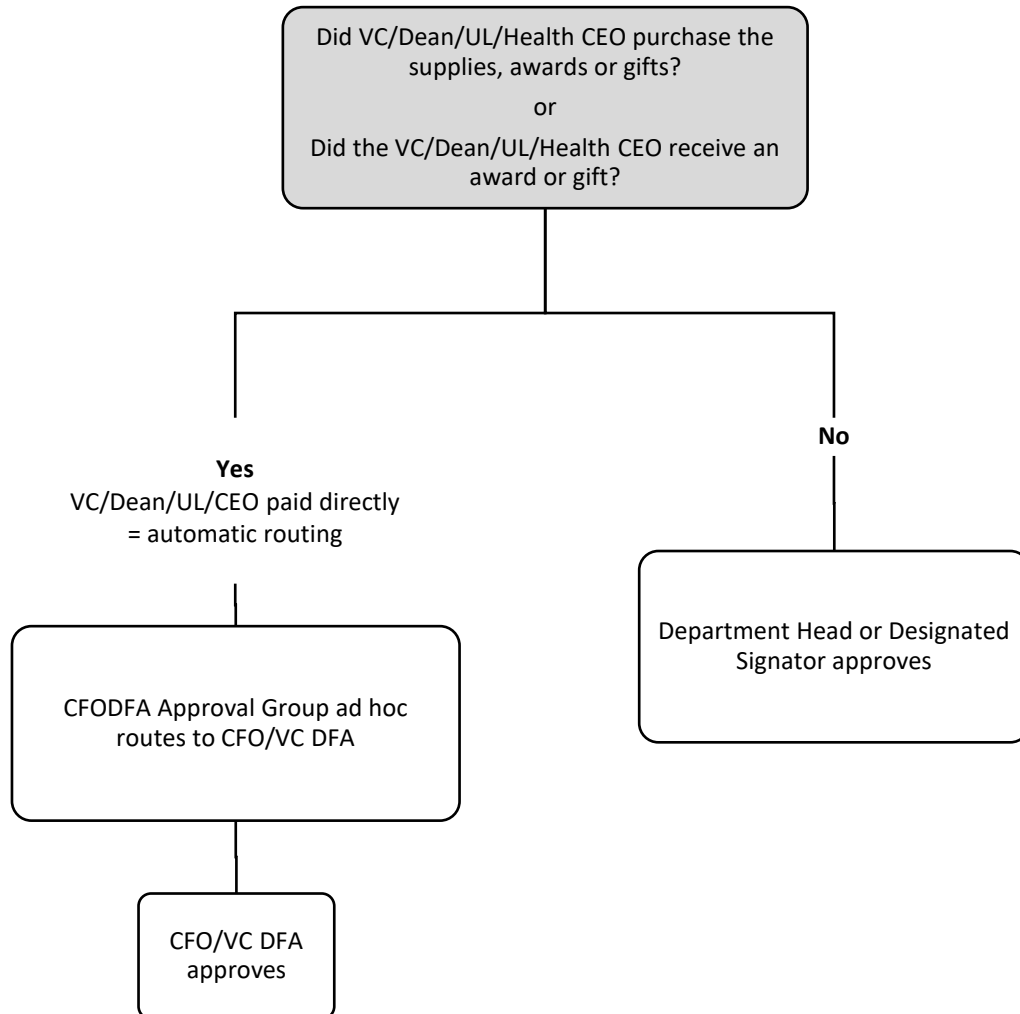
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## Supplies/Materials

(TR Document if travel related; ENT Document if entertainment related;  
DV Document if emergency purchase; However, direct payment by *PALCard* is the preferred method)

## Non-Employee Gifts -and- Employee Non-Cash Awards and Gifts

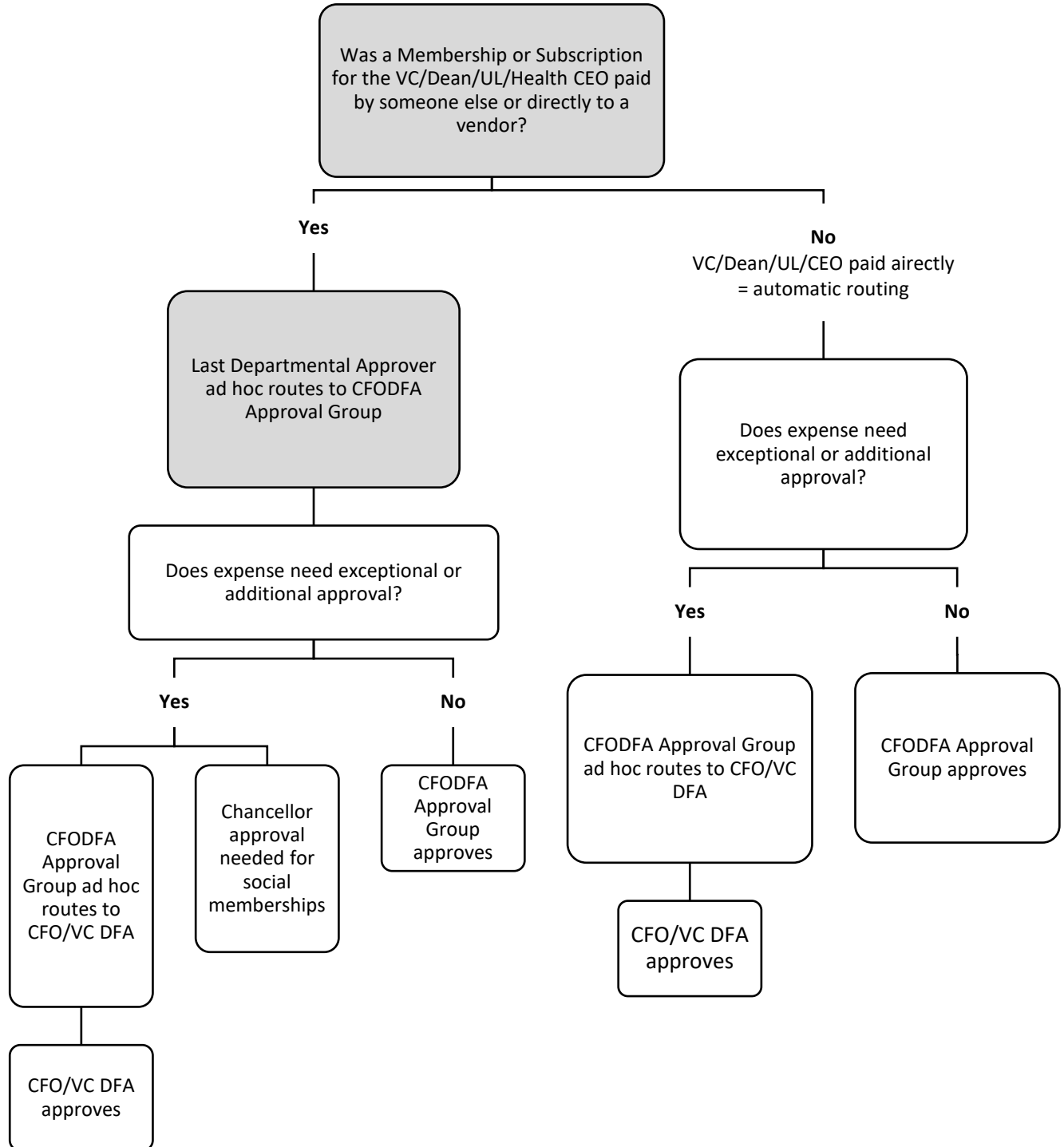
(DV Document; ENT Document if Corporate Card was used)



# CFODFA Approval Group Guide

## Membership/Subscriptions

(DV Document; TR Document if travel related;  
However, payment by *PALCard* is the preferred method)



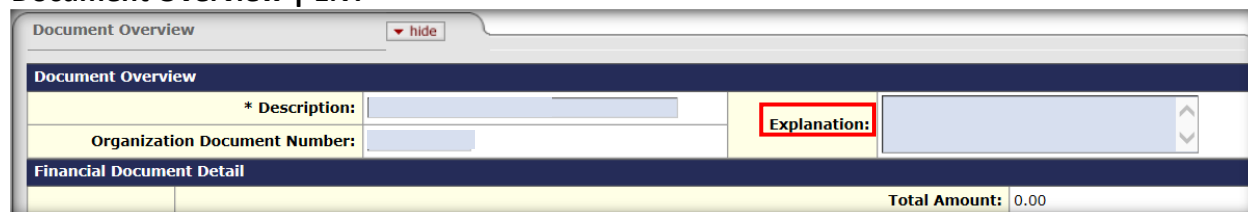
# CFODFA Approval Group Guide

## 5. In general, what does the CFODFA Approval Group look for when reviewing documents?

- ✓ **Is exceptional approval needed?** Exceptional approval is required any time an expense is an exception to UC or UCI policy. Must be within IRS regulations. For example, for travel in the US less than 30 days, an individual traveler's meal expenses cannot exceed \$92 per day.  
<http://www.accounting.uci.edu/travel/reimbursement/approval.html#exceptional>
- ✓ **Is additional approval needed?** Additional approval is required for certain entertainment activities that require a higher level of approval. These activities include employee morale-building activities, event tickets, meals for spouses/partners, and cash contributions as part of a nonprofit fundraising event.  
<http://www.accounting.uci.edu/travel/reimbursement/approval.html#additional>
- ✓ **Is all required supporting documentation present and correct?**  
<http://www.accounting.uci.edu/supportingdocs/index.html>
- ✓ **Is the document delinquent?** All travel and entertainment reimbursements must be submitted to Accounting within 45 days of the end of a trip/event. Per UCI Accounting policy, reimbursements delinquent by six months or more require exceptional approval.
- ✓ **If required, is host certification present?** The signature of the host must also be obtained for entertainment & prospective donor, recruitment, and employee morale-building activities.

## 6. More specifically, what does the CFODFA Approval Group look for when reviewing Entertainment Reimbursement Documents?

### Document Overview | ENT



Document Overview	
* Description:	
Organization Document Number:	
Explanation:	
Financial Document Detail	
Total Amount: 0.00	

- ✓ Does **Explanation** appropriately describe event with enough detail? Is the following information included: meeting/event name, business purpose, location, date, group name, attendee list? A brief description of who, what, when, where, and why? Establishing the **business purpose** of an expense is an important part of IRS Accountable Plan requirements and is required by UC policy. Failure to clearly indicate the business purpose is an audit risk for UCI and is impermissible as it would result in the reimbursement becoming subject to income taxes.

### Image Scanning | ENT



Image Scanning	

- ✓ In general, **Scanned Documents** must substantiate the expenses incurred and the business purpose of the expenses (e.g., itemized receipts, proof of payment, list of attendees if not listed on document, agenda, registration, email invitation). If an agenda or other substantiating

# CFODFA Approval Group Guide

documentation is not readily available or contains sensitive information, initiators may instead detail the nature of the expenses (e.g., University-wide meeting of functional offices; Location-based meeting of deans and directors; etc.).

- ✓ Do scanned images indicate that a **spouse/partner attended** (e.g., spouse/partner is on guest list)? If spouse/partner attended, and UCI is paying for their expenses, initiator needs to provide documentation substantiating business purpose of spouse/partner attendance, such as an invitation to spouses/partners. Additional approval is needed regardless of the type of event (i.e., business meeting, entertainment, programmatic activity, etc.).
- ✓ Do receipts include **alcohol**? Restaurants' online menus can be helpful in identifying beer and wine. If alcohol was purchased, but is not being reimbursed, make sure the tax and tip amounts associated with the alcohol are removed as well.
- ✓ All **Scanned Documents** should be free from personal information. Before submitting documentation, remove all personal information including home address, phone number, credit card numbers, medical conditions, social security numbers, birth dates, personal email addresses, etc.

## Entertainment Overview | ENT

Entertainment Overview	
<b>Payee (Person to be reimbursed)</b>	
Event Title:	
Event Host Name:	
* Traveler Detail Type:	<input checked="" type="radio"/> Employee <input type="radio"/> Vendor <input type="radio"/> One-Time Payee or Student
Payee Lookup:	
* Traveler Type Code:	
Principal Id:	Principal Name:
First Name:	Last Name:
Address Lookup:	
* Address 1:	Address 2:
City Name:	State Code: CA
Country Code:	Zip Code: 92697
Email Address:	Phone Number:
Liability Insurance:	<input type="checkbox"/>
<b>Entertainment Information</b>	
* Chart Code:	IR
Special Handling:	Default Pay Method
	ACH Sign Up: Yes
* Purpose:	* Payment Method: P - Check/ACH (EFT)
* Check Stub Text:	
* Event Begin:	* Event End:
Partner/Spouse Expense Included:	Certification of Official Host for Entertainment Expense Attached:
Description/Justification Comments:	

- ✓ Does the selected **Purpose** match the description of the event? It is important to select the correct purpose from the drop-down menu. For example, a "Business Meeting" that mentions donor cultivation should probably be classified as an "Enter & Pros. Donor" event.

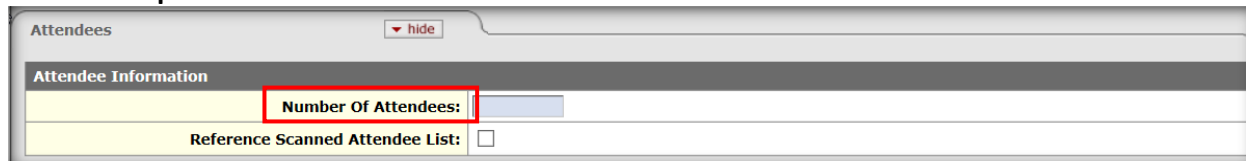
<http://www.accounting.uci.edu/travel/entertainment/reimbursable-entertainment.html>



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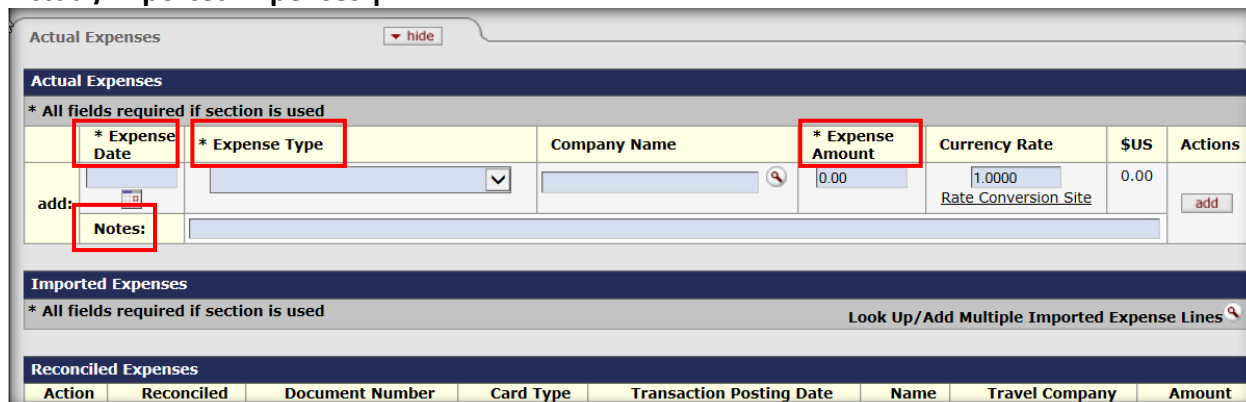
- ✓ Does the **Event End** date indicate the reimbursement is **delinquent** by six months or more? If delinquent by six months or more, initiator needs to provide justification; exceptional approval is required.
- ✓ Is **Partner/Spouse Expense Included** box correctly checked/not checked?
- ✓ Does the **Description/Justification Comments** justify any exceptional expenses? Justification must explain why an exceptional expense was necessary or unavoidable to accomplish the business purpose of the meeting/event.

## Attendees | ENT



- ✓ Do **Number of Attendees** match number of attendees listed or provided in scanned documentation (i.e., guest list, guest count on receipt, number of entrees ordered)? If number of attendees does not match, initiator should note an explanation.

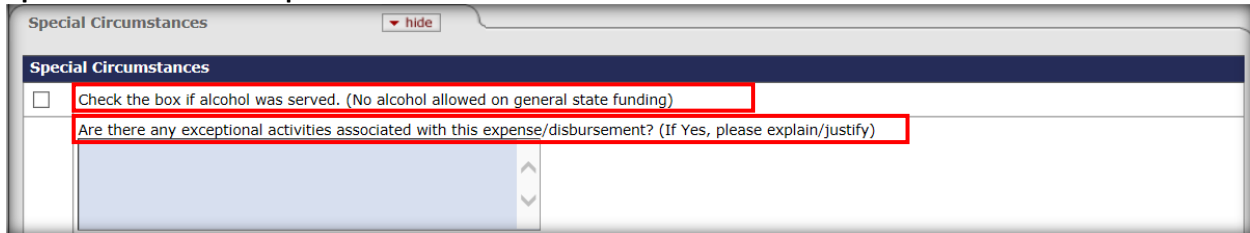
## Actual/Imported Expenses | ENT



- ✓ Does **Expense Date** match date on receipt?
- ✓ Does the selected **Expense Type** match the scanned documents (e.g., lunch, dinner)?
- ✓ Does the **Expense Amount** match the scanned documents?
- ✓ The **Notes** section can be used to explain expenses; for example, "Dinner receipt incorrectly says 4 guests; there were actually 5 guests in attendance."
- ✓ Are **itemized receipts** and **proof of payment** (e.g., credit card transaction, zero balance, etc.) present for all expenses of \$75 or more? If required itemized receipts or proof of payment are missing, and all options for obtaining a copy have been exhausted, initiator needs to provide justification; exceptional approval needed. When using a restricted funding source, it is best business practice to turn in itemized receipts to show that alcohol was not purchased.
- ✓ Were **maximum per-person expenditures** for meals and light refreshments exceeded?  
**Breakfast**=\$31.00; **Lunch**=\$54.00; **Dinner**=\$94.00; **Light refreshments**=\$22.00  
Maximum rates include taxes, labor, gratuity, and delivery; however, room rentals, equipment rentals, and decorations are not included. If rates were exceeded, initiator needs to provide justification; exceptional approval needed. The rates are subject to change annually.
- ✓ Was **valet parking** used? If valet parking was mandatory, that needs to be noted; if valet parking was not mandatory, initiator needs to provide justification; exceptional approval needed.

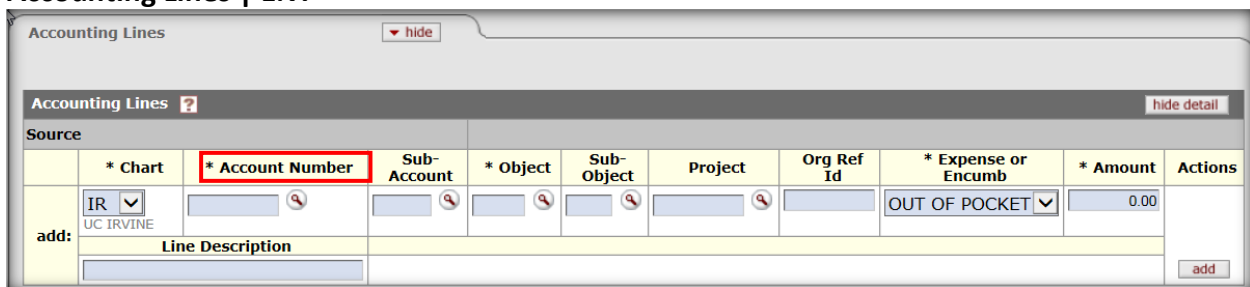
# CFODFA Approval Group Guide

## Special Circumstances | ENT



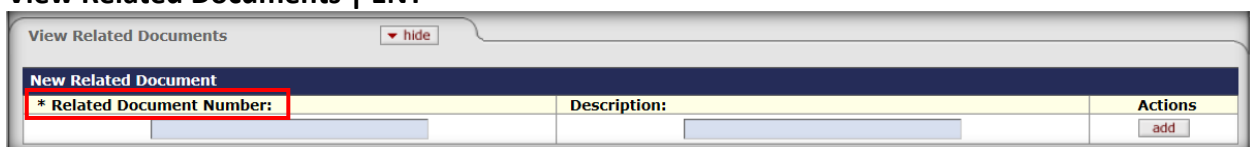
- ✓ Is the “**alcohol was served**” box checked appropriately? If an entertainment reimbursement is split between two related KFS documents and alcohol was served at the event, the “was alcohol served” box needs to be checked on both documents even if alcohol is only being reimbursed on one of the documents.
- ✓ Are **exceptional activities** noted? If exceptional activities are involved, justification and exceptional approval are required. Justification must explain why the exceptional expense was necessary or unavoidable to accomplish the business purpose of the meeting/event.

## Accounting Lines | ENT



- ✓ 5 digit Fund Number indicates if State Funds (i.e. 19900, etc.) were used.
- ✓ **Not allowed** to use State Funds for: alcohol, spouse/partner meals, expenses that are exceptional or require additional approval (including Employee Morale-Building events and certain Enter. & Pros. Donor events).
- ✓ **Not appropriate** to use State Funds for: All types Enter. & Pros. Donor events (including meals with prospective donors and advancement activities). This is not stated in policy, but it is a best business practice.

## View Related Documents | ENT



- ✓ Are other documents mentioned in the document added as **Related Documents**? This allows reviewers to easily open linked reimbursement documents.

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## Notes and Attachments | ENT

Notes and Attachments (0) hide

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				<input type="text"/> Browse... CANCEL		add

- ✓ Look at **Note Text** for irregularities with reimbursement.
- ✓ Initiators should not use the **Attached File** box; all documentation should be scanned.

## Ad Hoc Recipients | ENT

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE <input type="button" value="v"/>	<input type="text"/> <input type="button" value="m"/>	add

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE <input type="button" value="v"/>	<input type="text"/>	<input type="text"/> <input type="button" value="m"/>	add

- ✓ The last departmental reviewer (usually the Fiscal Officer or Accounting Reviewer) should ad hoc route the document to the CFODFA Approval Group, rather than to individuals, when appropriate.
- ✓ Name is "CFODFA Approval Group"

## 7. More specifically, what does the CFODFA Approval Group look for when reviewing Travel Reimbursement Documents?

## Document Overview | TR

Document Overview hide

Document Overview

* Description:	Organization Document Number:	Explanation:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial Document Detail

Total Amount: 0.00

- ✓ Does **Explanation** appropriately describe travel with enough detail? Is the following information included: meeting/event name, business purpose, location, date, etc.? A brief description of who, what, when, where, and why? Establishing the **business purpose** of an expense is an important part of IRS Accountable Plan requirements and is required by UC policy. Failure to clearly indicate the business purpose is an audit risk for UCI and is impermissible as it would result in the reimbursement becoming subject to income taxes.

## Image Scanning | TR

Image Scanning hide

Image Scanning	Actions
	add

- ✓ In general, **Scanned Documents** must substantiate the expenses incurred and the business purpose of the expenses (i.e., itemized receipts, proof of payment, agenda, registration, email invitation). If an agenda or other substantiating documentation is not readily available or contains sensitive

# CFODFA Approval Group Guide

information, initiators may instead detail the nature of the expenses (e.g., University-wide meeting of functional offices; Location-based meeting of deans and directors; etc.).

- ✓ Do scanned images indicate that a **spouse/partner traveled as a companion** (e.g., receipt shows airplane tickets were purchased for two people, even if only one is being reimbursed; event registration lists spouse/partner). If spouse/partner traveled as a companion, and UCI is paying for their expenses, initiator needs to provide documentation substantiating business purpose of spouse/partner attendance, such as an invitation to spouses/partners. Additional approval is not needed for spouse/partner travel that is substantiated with a bona fide business purpose. However, if travel involves entertainment expenses that include a spouse/partner, then additional approval is required.
- ✓ Do receipts include **alcohol**? Restaurants' online menus can be helpful in identifying beer and wine. If alcohol was purchased, but is not being reimbursed, make sure the tax and tip amounts associated with the alcohol are removed as well.
- ✓ All **Scanned Documents** should be free from personal information. Before sending any documentation to be scanned, remove all personal information including home address, phone number, credit card numbers, medical conditions, social security numbers, birth dates, personal email addresses, etc.

## Trip Overview | TR

The screenshot shows the 'Trip Overview' form in the TR system. The form is divided into two main sections: 'Traveler Section' and 'Trip Information Section'. The 'Traveler Section' includes fields for 'Traveler Detail Type' (Employee, Vendor, One-Time Payee or Student), 'Traveler Lookup', 'Traveler Type Code', 'Principal Id', 'First Name', 'Last Name', 'Address Lookup', 'Address 1', 'Address 2', 'City Name', 'State Code', 'Country Code', 'Zip Code', 'Email Address', and 'Phone Number'. The 'Trip Information Section' includes fields for 'Chart Code' (IR), 'Trip Type', 'Trip Begin', 'Trip End' (highlighted with a red box), 'Primary Destination', 'Primary Destination Country/State', 'Primary Destination County', 'Business Purpose' (highlighted with a red box), 'Special Handling', 'Default Pay Method', 'ACH Sign Up: Yes', 'Check Enclosure', 'Final Reimbursement', 'Payment Method' (P - Check/ACH (EFT)), and 'Check Stub Text'.

- ✓ Does the **Business Purpose** adequately describe the travel with enough detail? Establishing the business purpose of an expense is an important part of IRS Accountable Plan requirements and is required by UC policy. *Failure to clearly indicate the business purpose is an audit risk for UCI and is impermissible as it would result in the reimbursement becoming subject to income taxes.*
- ✓ Does the **Trip End** date indicate the reimbursement is **delinquent** by six months or more? If delinquent by six months or more, initiator needs to provide justification; exceptional approval is required.

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## Actual/Imported Expenses | TR

The screenshot shows a web form for 'Actual/Imported Expenses'. The 'Actual Expenses' section is active and contains the following fields:
 

- \* Expense Date**: A date input field.
- \* Expense Type**: A dropdown menu.
- Company Name**: A text input field with a search icon.
- \* Expense Amount**: A numeric input field showing 0.00.
- Currency Rate**: A numeric input field showing 1.0000, with a link 'Rate Conversion Site' below it.
- \$US**: A numeric input field showing 0.00.
- Actions**: A button labeled 'add'.
- Notes**: A text area for additional information.

 The 'Imported Expenses' section is below and contains a link: 'Look Up/Add Multiple Imported Expense Lines'.

- ✓ Does **Expense Date** match date on receipt?
- ✓ Does the selected **Expense Type** match the scanned documents (e.g., airfare, parking)?
- ✓ Does the **Expense Amount** match the scanned documents?
- ✓ Is **Currency Rate** calculated for the date the expense was incurred?
- ✓ The **Notes** section can be used to explain expenses; for example, "Two taxi rides on 10/28/2016; Yellow Cab: \$25.00 and Uber: \$14.50)."
- ✓ Are **itemized receipts** and **proof of payment** (e.g., credit card transaction, zero balance, etc.) present for all expenses of \$75 or more? If required itemized receipts or proof of payment are missing, initiator needs to provide justification; exceptional approval needed.
- ✓ Are daily meal expenses within the **MI&E cap of \$92/day** for domestic travel? In general, there are no exceptions to the daily M&IE reimbursement cap based on IRS law.  
<https://www.gsa.gov/portal/content/104877>.
- ✓ Do daily lodging expenses exceed 200% of the federal per diem for the locality of travel?  
<https://www.gsa.gov/portal/content/104877>. If lodging expenses exceed 200% of the federal per diem, it is recommended that the traveler submit additional documentation supporting the higher lodging rate incurred.
- ✓ Are daily meal expenses within the per diem for foreign travel, OCONUS travel, and domestic assignments of 30 days or more? Cannot exceed the daily maximum meal per diem.
- ✓ When entertainment expenses are incurred during travel, were **maximum per-person expenditures** for meals and light refreshments exceeded? As of 7/1/2022:  
Breakfast=\$31.00; Lunch=\$54.00; Dinner=\$94.00; Light refreshments=\$22.00  
Maximum rates include taxes, labor, gratuity, and delivery; however, room rentals, equipment rentals, and decorations are not included. If rates were exceeded, initiator needs to provide justification; exceptional approval needed. If exceeds 200% of the rates, must obtain approval from the Chancellor.
- ✓ Was **valet parking** used? If valet parking was mandatory, that needs to be noted; if valet parking was not mandatory, initiator needs to provide justification; exceptional approval needed.

# CFODFA Approval Group Guide

## Special Circumstances | TR

Special Circumstances

hide

Special Circumstances

☐ Is any alcohol being reimbursed? (No alcohol allowed on general state funding)

Are there any exceptional activities associated with this expense/disbursement? (If Yes, please explain/justify)

Description of expense limit imposed by department, grant, or some other budgetary restriction:

☐ Is anyone traveling with you as a companion, that is not on University Business?

☐ Did you stay overnight with family or friends?

Are there any expenses that were incurred due to the disability needs of any travelers?

- ✓ Is the “**Is any alcohol being reimbursed**” box checked appropriately? If a travel reimbursement is split between two related KFS documents, you only need to check the box, “Is any alcohol being reimbursed?” on the document(s) reimbursing an alcohol expense.
- ✓ Are **exceptional activities** noted? If exceptional activities are involved, justification and exceptional approval are required. Justification must explain why the exceptional expense was necessary or unavoidable to accomplish the business purpose of the meeting/event.
- ✓ Is the “**Is anyone traveling with you as a companion who is not on University Business?**” box checked appropriately? This box should be checked even if a traveling companion’s expenses are not being reimbursed.

## Accounting Lines | TR

Accounting Lines

hide

Accounting Lines ?

hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense or Encumb	* Amount	Actions
	IR							OUT OF POCKET	0.00	
add:	UC IRVINE									
	Line Description									
										add

- ✓ 5 digit **Fund Number** indicates if State Funds (i.e. 19900, etc) are used.
- ✓ **Not allowed** to use State Funds for: alcohol, spouse meals, expenses that are exceptional or require additional approval, or prohibitions listed in AB 1887 <https://oag.ca.gov/ab1887>.
- ✓ **Not appropriate** to use State Funds for: All types of Enter. & Pros. Donor events (including meals with prospective donors and advancement activities). This is not stated in policy, but it is a best practice.

# CFODFA Approval Group Guide

## View Related Documents | TR

* Related Document Number:	Description:	Actions
		add

- ✓ Are other documents mentioned in the document added as **Related Documents**? Policy requires supplemental travel claims to be noted as such, and it allows reviewers to easily open linked reimbursement documents.

## Notes and Attachments | TR

Notes and Attachments (0)

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... CANCEL		add

- ✓ Look at **Note Text** for irregularities with reimbursement.
- ✓ Initiators should not use the **Attached File** box; all documentation should be scanned.

## Ad Hoc Recipients | TR

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE		add

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE			add

- ✓ The last departmental reviewer (usually the Fiscal Officer or Accounting Reviewer) should ad hoc route the document to the CFODFA Approval Group, rather than to an individual, when appropriate.
- ✓ Name is "CFODFA Approval Group"