

Reimbursement for Official Entertainment for Recruitment

- The UC maximum per person for entertainment reimbursement is as follows: \$26 per person for breakfast, \$45 per person for lunch, and \$78 per person for dinner.
- Departmental policy for entertainment reimbursement is as follows: The host and recruitment candidate will be reimbursed for their meals; all other attendees must pay for their own meal, the department does not reimburse them.
- The reimbursement amount per meal includes tax and tip (15%), but does NOT include the cost of alcohol. If the meal is more expensive than the established reimbursement amounts, or a larger tip is left, that will be an out of pocket expense. We cannot reimburse anyone for alcohol per UC policy.
- The host may pay for his/her own dinner and the guest's and get reimbursed for both meals per reimbursement policy or the candidate may pay for their own dinner and be reimbursed per reimbursement policy with the rest of their travel expenses.

If you have any questions, please contact the financial staff at accounting@psych.ucsb.edu