

This flyer describes common entertainment and event-related purchases that can be paid directly to vendors by the Card Program Administrator (CPA) via the Event Planner (EPC) credit card. Event coordinators will establish limits on expenses eligible for direct payment, based on the event's budget. The EPC spending limit is \$35,000 per transaction; the bluCard spending limit is \$4,999 per transaction.

| Air Travel | EPC | blu | PO | |
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| Berkeley Law hosted guests | Yes | No | No | Read the flyer, "Planning Business-Related Travel for Berkeley Law and Hosted Guests." While the Event Planner card (EPC) can be used to pay for airfare for hosted guests of a Berkeley Law event, using the campus travel agency is preferred for two reasons: 1) canceled tickets can be refunded directly to the chartstring, and 2) guests receive the benefit of 24/7 emergency service. |
| Berkeley Law employees | Yes | No | No | The Event Planner card can be used to pay for airfare for employees if they "play an integral role" in a Berkeley Law event, such as on-site coordinator or speaker. Berkeley Law events can be hosted at any location, including overseas. |
| Ground Transportation | EPC | blu | PO | |
| Berkeley Law hosted guests <i>(local area)</i> | Yes | No | Yes | Coit Limousine Service accepts the EPC for direct payment of local taxi service. Bay Area Checker Cab is on retainer to Berkeley Law and accepts payment via purchase order. Make arrangements via the CPA. |
| Berkeley Law employees <i>(local area)</i> | Yes | No | Yes | The EPC can be used to pay for local ground transportation for employees only if the trip is directly related to a Berkeley Law event and the traveler "plays an integral role," such as staffing the registration desk at an off-campus venue. |
| Berkeley Law hosted guests <i>(remote location)</i> | Yes | No | No | Shuttle service in remote locations can often be reserved and paid online using the EPC. Taxi service must be paid by the traveler, since the cardholder is required to be present, and reimbursed after the event if the host permits. |
| Berkeley Law employees <i>(remote location)</i> | Yes | No | No | The EPC can be used to pay for ground transportation for employees only if the trip is directly related to a Berkeley Law event and the traveler "plays an integral role," such as on-site coordinator or speaker. |
| Charter bus service <i>(any location)</i> | No | No | Yes | Given the significant risks involved with this type of service, charter bus services can only be paid by University purchase order prepared by a credentialed Buyer in central Procurement Services for a vendor pre-screened vendor for the proper commercial insurance and licenses. |
| Hotel Rooms and Guest Services | EPC | blu | PO | |
| Sleeping rooms for Berkeley Law hosted guests | Yes | No | Yes | All hotel agreements must be signed by a representative of campus Risk Management before the EPC can be used. The Card Program Administrator will provide a written payment guarantee directly to the hotel for the room rate and associated taxes and fees for all eligible event participants. "Resort" and other fees for use of hotel amenities, such as fitness clubs or pool/spa rooms, can be paid via the EPC only if they are mandatory and assessed on all rooms. Hosted guests will be asked at check-in to provide a personal payment guarantee to cover IRS-ineligible expenses, such as mini-bar use, in-room entertainment, spa or other personal services, recreation, smoking fines, and gift shop purchases. |
| Sleeping rooms for Berkeley Law employees | Yes | No | Yes | The EPC can be used to pay for employee lodging only if the traveler "plays an integral role" in the Berkeley Law event, such as on-site coordinator or speaker. |
| Meeting or interview rooms <i>(all locations)</i> | Yes | No | Yes | All hotel agreements must be signed by a representative of campus Risk Management before the EPC can be used. The Card Program Administrator will provide a written payment guarantee directly to the hotel for the room rate and all associated taxes and fees for meeting rooms. |
| Suites | Yes | No | Yes | Sleeping room suites with adjoining meeting space are appropriate for certain events, such as interview programs. |
| Business center services | Yes | No | Yes | Hotel business center charges (fax, computer, event materials, etc) should be billed to the Berkeley Law hotel account so they can be paid via the EPC. |

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| Food and Beverage Purchases | EPC | blu | PO | <i>Per-person meal costs must NEVER exceed 200% of policy limits.</i> |
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| Hotel room service | Yes | No | Yes | Hosted guests and Berkeley Law employees who “play an integral role” in the event may charge meals to their room if permitted by the event coordinator. Otherwise, the Card Program Administrator’s payment guarantee to the hotel will specifically exclude these expenses from the master account and guests will be required to provide a personal payment guarantee at check-in. |
| Individual meals <i>(remote locations)</i> | No | No | No | Since most restaurants require the cardholder to be present, hosted guests should pay personally for individual meals and request reimbursement after the event. UC travel and entertainment policies apply to hosted guests. |
| Business-related meals with two or more participants <i>(local)</i> | Yes | No | No | Use the Berkeley Law house accounts at the faculty clubs and Adagia. Allow the CPA to provide a payment guarantee to local restaurants, if the vendor accepts credit cards by phone or fax. |
| Business-related meals with two or more participants <i>(remote locations)</i> | No | No | No | Since most restaurants require the cardholder to be present, Berkeley Law employees who host business-related meals should pay personally and request reimbursement after the event. UC entertainment policy applies. Hosted meals related to travel will be reimbursed up to the appropriate per-person meal limit for each participant under the policy for “University employee on travel status.” |
| Hotel catering <i>(all locations)</i> | Yes | No | Yes | All hotel catering agreements must be signed by a representative of campus Risk Management before the EPC can be used. The CPA will provide a written payment guarantee directly to the hotel for catering costs, including decorations, linens, service charges, and other related fees. Per-person meal spending limits apply to catering, taxes and service charges. The CPA can help calculate this cost and facilitate exceptional approval for per-person costs up to 200% of the appropriate limit. |
| Group meals included as part of the Berkeley Law event <i>(all locations)</i> | Yes | No | Yes | Group meals included in the event, such as banquets and receptions, can be paid via the EPC if the restaurant vendor accepts payment guarantee in advance by phone or fax authorization. UC entertainment policy applies. Otherwise, a Berkeley Law host will need to pay personally and request reimbursement after the event. |
| Wine and other alcoholic beverages | Yes | No | Yes | There are no restrictions on the purchase of alcoholic beverages via the EPC. Events hosted on campus require advance submission to UCPD of a “Notice of Event at which Alcoholic Beverages will be Served” form. |
| UC Berkeley faculty clubs | No | No | Yes | Berkeley Law hosts should charge their faculty club events directly to the Berkeley Law account. Contact the Card Program Administrator for these account numbers. |
| Professional Services | EPC | blu | PO | <i>These transactions cannot be reimbursed to a third party.</i> |
| Third-party event staff <i>(off-campus events)</i> | Yes | No | Yes | Professional services, such as bartenders and wait staff, provided by individuals using a SSN as their tax ID must be paid via University purchase order. Employment agencies using a federal tax ID may be paid via the EPC. |
| Moving and Special Event Services <i>(campus events)</i> | No | No | No | Services provided by the campus are paid via “recharge” and these requests do not need to be processed by the Card Program Administrator. Event hosts may work directly with this department to obtain the goods and services desired. |
| Entertainers | EPC | blu | PO | <i>These transactions cannot be reimbursed to a third party.</i> |
| Talent agencies | Yes | No | Yes | Talent agencies representing entertainers can be paid via the EPC or by University purchase order, depending on the vendor’s preference. |
| Musicians/performers | No | No | Yes | Musicians, performers, and other “independent contractors” using a SSN as their tax ID must be paid via University purchase order. |
| Supplies | EPC | blu | PO | |
| General supplies | Yes | Yes | Yes | Event-related supplies, such as name badges, tabletop tent cards, plates and utensils, and promotional items can be purchased directly from vendors via credit card or purchase order. |

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| Decorations | Yes | Yes | Yes | Flowers, balloons, signs, banners, table favors, and other decorations can be purchased directly from vendors via credit card or purchase order. |
| Gifts and Awards | EPC | blu | PO | |
| Gifts | Yes | Yes | Yes | Gifts presented to employees and non-employees can be purchased directly from vendors via the EPC. Contact the CPA for assistance with the appropriate policy spending limits. |
| Awards | Yes | Yes | Yes | Plaques, certificates, engraving, frames, and other related supplies can be purchased directly from vendors via credit card or purchase order. |
| Printing and Photocopying | EPC | blu | PO | |
| Signage | Yes | Yes | Yes | Signs, posters, and banners can be purchased directly from vendors via credit card or purchase order. |
| Meeting materials | Yes | Yes | Yes | Brochures, invitations, envelopes, folders, programs, agendas, badge inserts, presentation materials, and other event-related printed materials can be purchased directly from vendors via credit card or purchase order. |
| Parking | EPC | blu | PO | |
| Valet service (<i>all locations</i>) | Yes | No | Yes | Valet (also called “attendant”) parking can be paid via the EPC or by University purchase order, depending on the vendor’s preference. |
| Hotel parking (<i>all locations</i>) | Yes | No | Yes | If included in the event budget, the Card Program Administrator will include hotel parking fees in the payment guarantee. Individual parking is included in the negotiated sleeping room price at the Claremont Resort. |
| Event Tickets | EPC | blu | PO | |
| UC Berkeley events | Yes | No | No | Tickets to campus events, such as Cal Athletics, Cal Performances, the Berkeley Art Museum and the Pacific Film Archives, can be purchased for hosted guests via the EPC or interdepartmental recharge. |
| Public events | Yes | No | Yes | Tickets to Bay Area sports, theatrical, or musical events may be provided to hosted guests as part of a Berkeley Law event if the activity serves a bona fide business purpose. |
| Equipment Rentals | EPC | blu | PO | |
| General equipment | Yes | Yes | Yes | Chairs, tables, lamps, lights, area heaters, stages, exhibit booths, podiums and other event-related equipment can be rented or purchased directly from vendors. |
| Moving and Special Event Services (<i>campus events</i>) | No | No | No | Services provided by the campus are paid via recharge and these requests do not need to be processed by the Card Program Administrator. Event hosts may work directly with this department to obtain the goods and services desired. |
| Educational Technology Services (<i>campus events</i>) | No | No | No | Audio-visual equipment and support services provided by ETS are paid via recharge and these requests do not need to be processed by the Card Program Administrator. Event hosts may work directly with this department to obtain the goods and services desired. |
| Audio-visual services (<i>all locations</i>) | Yes | Yes | Yes | Hotels often outsource this service to local vendors and include the charges on the hotel master account. The Card Program Administrator will provide a payment guarantee to independent vendors. |
| Facility Rentals | EPC | blu | PO | |
| Meeting and interview rooms (<i>all locations</i>) | Yes | Yes | Yes | Campus facilities can be paid via recharge and event hosts may work directly with the department to reserve these spaces. All off-campus facility agreements must be signed by a representative of campus Risk Management before the EPC can be used. The Card Program Administrator will provide a written payment guarantee directly to the selected venue. |
| Recreational facilities | Yes | No | Yes | Entertainment-related facility rentals, such as bowling alleys, skating rinks, parks, and sightseeing tours, can be paid via the EPC as long as there is a bona fide business purpose for this type of purchase. |

Updated 9/25/09

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