



Processing Vendor Payments for SSoE Events

1. Event-related services requiring contracts

- **Catering for on-campus events can be requested via [UCI Dining Services](#) or (949) 824-0301.** Compliance with this provision is scrutinized at the highest levels of the organization. To ensure compliance, units can no longer hire outside catering companies effective immediately. To gain approval for using a source other than our in-house dining and culinary teams, please contact Human Resources at contractingout@uci.edu. Exemptions to the policy will be rarely granted. Reduced cost is not an acceptable justification. If an exception is received, please submit it along with the Purchasing request to purchasing@eng.uci.edu
- **Rental of venue and equipment, Photography, Videography, Audiovisual** - Draft contract/quote along with a Purchasing request should be submitted to purchasing@eng.uci.edu so SSoE Purchasing can facilitate a review by the Central Procurements Contracts team and process a vendor payment.

No employee is authorized to sign on behalf of the University or to bind the University in any manner without UCI Contracts review and guidance. Paying a deposit or permitting the work to start on a contract is a violation of policy. Even if a vendor is in the UCI system the contract still requires a review. Please provide at least 15 working days for a contract review by UCI Contracts.



2. Event-related purchases that can be paid on a Credit card

(Please consider using a Corporate card for event-related purchases)

- Simple drop-off of catered food from [approved vendors](#) for on-site meetings or events does not require a contract.
- Event supplies: décor, badges, signs, printing, promotional materials, etc. (no office supplies).

Corporate/Personal card reimbursements are submitted on an Entertainment form. Please send receipts and backup documentation to reimbursements@eng.uci.edu

For general Events planning questions please contact [Vanessa Tafreshi](#) in Communications.

Reminders

Please determine if Serving Alcoholic Beverages at UCI Sponsored Events requires preapproval signed by the Dean and UCI Dining- <https://food.uci.edu/catering-alcohol/alcohol-policies/>

Please route a filled-out Alcohol permit form via DocuSign to Amy Johnson for Dean's approval prior to routing it to Dining Services for their approval. Please note that the cost of alcohol is a part of the meal and is included in the per-person maximum.

Meal Expense Maximums for Meetings and Entertainment	
Meal Type	Maximum per person on or after 7/1/2022
Breakfast	\$31
Lunch	\$54
Dinner	\$94
Light Refreshment	\$22

Alcohol is not reimbursable while on Business travel as Meal and Incidental Expenses (M&IE)

In the absence of a business/entertainment meeting, alcohol is not allowable for individual business travelers to be reimbursed. G-28 Travel policy states the following:

Travel Expenses: Expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Section V.D., Transportation Expenses; Section V.E., Subsistence Expenses; and Section V.F., Miscellaneous Travel Expenses. (G-28, pg.6).

Alcohol is not an ordinary or necessary expense. Corresponding food and hydration are ordinary and necessary expenses. Please remove the alcohol amount, tax, and tips from your meal amounts as part of your Travel reimbursement Meal Log.

FYI, Airline Schedule Adjustments



There have been several news stories over the last week about airlines adjusting their summer schedules. [American Airlines](#) has already cut 5% of their scheduled flights – a whopping 50,000 flights due to an ongoing pilot shortage, while [Lufthansa](#) plans to cancel 34,000 flights due to overall staffing issues. Even the [Toronto Airport Authority in Canada](#) will place limits on the number of arrivals and departures during peak hours in order to manage their “airport ecosystems” better. Additionally, the [International Air Transport Association](#) fears that many airlines will not meet the deadline to retrofit their plane altimeters to handle 5G wireless technology (ensuring they are not susceptible to wireless interference) in time for the peak summer travel season and discussions continue on how this may impact airlines and travelers.

Many of the preemptive changes are in direct response to the difficulties the [industry faced in 2022](#) and it is anticipated that the problems will continue in 2023. With announced schedule changes, tickets already booked for May, June, July or August may also have already changed departure time and/or day of travel. These changes come from the airline, not the booking agency.

The Central Travel Office would like to remind our travelers that you do have rights when it comes to accepting or rejecting changes to already booked tickets. Booking agencies will inform travelers of their options in the notification emails and we encourage you to carefully review these before making any decisions. If the proposed schedule change from the airline is of two or more hours, you may be eligible for a full refund which you can use to find a cheaper or more convenient flight. Please note: contacting booking agents may result in fees, so unless a decision is required to accept or reject a schedule change we suggest that you avoid calling the agency.

For those who have not yet booked, but looking for tickets, we encourage you to stick with the same airline all the way to your destination. Airlines can only commit to their own schedules and if one cancels it is not the responsibility of the other to adjust your connecting flight. We also advise against the “saver” fares that do not come with any protections for changes or cancellations. Finally, we do recommend you join the airline loyalty program for an extra layer of protection.

What's in a name? A lot! The name on the ticket must match the name on the government-issued ID used for travel. Be sure to add accurate Secure Flight Data (DOB, name on government-issued ID) to your [ConnexUC profile](#) in order to meet TSA requirements.

Travel Better. Travel Smarter. To support UC’s ongoing sustainability efforts, please consider non-travel alternatives before confirming business travel related airfare.