

# Guidelines for DFA Travel and Entertainment Receipts

## I. Summary

---

UC travel and entertainments policies (see below) require proof of payment for expenses that are \$75 and over. UC campuses (and thus, UCI schools, divisions, and departments) may adopt more restrictive practices if they prefer additional required documentation. UCI as a whole has not adopted this more restrictive policy. However, several UCI schools and divisions have adopted this deviation and thus **\*do\*** require itemized receipts in order to pay out a reimbursement.

## II. Resources

---

- [UC Policy G-28 Travel Regulations](#)
- [UCI Policies and Procedures: Sec. 715-01 Policy on Travel Authorization and Approval](#)
- [UCI Accounting and Fiscal Services – Travel Accounting and Disbursements](#)
- [UC Policy BUS-79 – Business Meetings and Entertainment](#)
- [UCI Policies and Procedures: Sec. 701-20: Business Meetings and Entertainment Guidelines](#)

## III. DFA Policy

---

DFA requires proof of payment for all meals, transportation and any other expense related to travel and/or entertainment regardless of dollar amount. Itemized receipts must be provided for their inclusion with KFS documentation in order to receive a reimbursement. More details can be found on [UCI's travel website](#).