Justifications
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• Since the exceptional expense approver, auditors or anyone external do not know all the intricacies of department activities, provide a justification that is sufficient to understand the background of the event and why it is exceptional.

• When exceeding the maximum per person meal cap, the department needs to supply a justification
  • Basic generic justification would suffice when meals are over the non-exceptional per person max but below 50% of the exceptional max (i.e. $117.00 for dinner)
  • More detailed/specific justification (with supporting documents) would be required if over the meal cap went 50% or more above the non-exceptional per person max
Example Justifications

To show UCSF’s appreciation to attendees for their commitment (volunteers/ collaborators) to the dept. and encourage them to continue.

Due to invited guests unavoidably not attending pp cost rose to contractual obligation with restaurant. Attach supporting documents....

Restaurant on UCSF SOM Recommended Restaurant list. Due to higher than average cost of living/ taxes etc. in SF.

The location of the restaurant was same as/ within walking distance of the conference.

Notable donor taken to dinner to show appreciation of large gift. Details of gift....

Only restaurant that could accommodate this larger than usual group close to the conference/ campus site.

Other Dept. specific reasons and supporting documents for overage of $117.01
Supporting Documentations

• Entertainment
  • Detailed itemized receipt (missing receipt form if no itemized receipt)
  • Guest list
  • Visiting Professor: seminar poster
  • Spouses/family: invitation
  • Contract
  • Faculty search number for interviews
  • Missing receipt form for single item expenses over $75

• Travel
  • Attach the meeting or conference agenda
  • Limousine: justification or imputed taxi cost
  • Declaration of incurred expenses by guest traveler
  • Lodging invoice