

Concur Event Quick Sheet

Event Type	Concur Business Purpose	Levels of Approvals Required	Condition for Approval Type
MEETING <ul style="list-style-type: none"> ● Business, administrative, formal ● UC Attendees, On-Campus 	Business/Technical Meeting	UCSD Mtg Coordinator/Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
		<i>Special Ent. Approver*</i>	<i>Meal over CPP</i>
		<i>Chancellor Designee*</i>	<i>Meal 200% over CPP</i>
STANDARD ENTERTAINMENT Mtg/event social in nature, e.g.: <ul style="list-style-type: none"> ● Attendee Type: Non-UCSD ● Meeting Type: Off-campus ● Alcohol is provided 	Business/Technical Meeting	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
		Department Head Approver	<i>when meeting/event is social in nature</i>
		<i>Special Ent. Approver*</i>	<i>Spouse/Partner Attendance; Meal over CPP</i>
		<i>Chancellor Designee*</i>	<i>Meal 200% over CPP</i>
SPECIAL ENTERTAINMENT Entertainment/events that are more employee-focused, e.g.: <ul style="list-style-type: none"> ● Employee appreciation events ● UCSD Employees attendee external/fundraising events 	Employee Morale Building	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
		Department Head Approver	
		Special Ent. Approver	
		<i>Chancellor Designee*</i>	<i>Meal 200% over CPP</i>
	Fundraising/Tickets	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
		Department Head Approver	
		Special Ent. Approver	
		<i>Chancellor Designee*</i>	<i>Meal 200% over CPP</i>
PROGRAMMATIC [participant list not required] Activities that support UCSD's educational and community programs	Public/Community Service	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
		<i>Department Head Approver*</i>	<i>Spouse/Partner Attendance; Meal over CPP</i>
		<i>Special Ent. Approver*</i>	<i>Spouse/Partner Attendance; Meal over CPP</i>
		<i>Chancellor Designee*</i>	<i>Meal 200% over CPP</i>
	Grand Rounds	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
	On-The-Job Meals	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	
	Student Events	UCSD Host Approval	<i>(Receipt of Concur Notification)</i>
		Financial Unit Approver	

**Case Where Additional Approval Required*