

Concur Event Type Approval Flow

| 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 Event/Business Mtg. 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 attending 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*