



## Baskin Engineering Divisional Receipt Retention Practice

UCSC requires receipts to be retained and reported in certain manners for reimbursements of approved travel and entertainment expenses, depending on the nature of the expense incurred and on the destination of travel, if travel is reported.

### Alignment with the University

While the [UCSC Travel Guide](#) allows for divisions to implement their own internal receipt requirements including all itemized receipts for meals and incidentals, miscellaneous, and special fees associated with all travel under \$75, Baskin Engineering's Finance Office, with the support and approval of the Dean's Office, seeks to align divisional policies on receipt retention with those published and administered for the entire University in the Travel Guide by Financial Affairs. Thus,

*Baskin Engineering divisional receipt retention practice will be brought into line with existing University requirements, **except** if expenses are incurred on a distinct funding source, such as (but not limited to) a state or federal contract or grant, that explicitly imposes more specific and stringent receipt retention and reporting policies on allowable expenses than the University does as a stipulation of its funding agreement.*

Per this policy, all departments and units at Baskin Engineering are encouraged to follow the [UCSC Travel Guide](#)'s information on receipt retention for domestic and international travel, as well as the [UCSC Entertainment, Business Meeting, and Other Events Expense Guide](#) for documentation of approved entertainment expenses that do not involve travel.

### **\*\*Itemized Receipts for Cash Advances\*\***

Cash advances are exceptions to the University receipt retention policy. Expenses incurred using cash advances require itemized receipts for the reporting of meals and incidental expenses under \$75.

### Expense Reporting Support

The [Baskin Engineering Finance Office](#) is committed to supporting divisional faculty, staff, and students, as well as cross-divisional departments in navigating UCSC financial policies and processes. For assistance with expense reporting, CruzFly account authorization, and any finance-related questions, please contact your Financial Services representative or [Research Administrator](#).

DocuSigned by:

*Alexander Wolf*

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