



## **Alcohol Policy**

### **Summary**

It is recognized that many activities hosted by the Alumni Association and Alumni networks may involve the attendance of UCLA students and other individuals who are under 21 years of age. For that reason, it is strongly recommended that alcoholic beverages are not served at events where individuals under the age of 21 are present, unless a vendor with alcohol liability coverage will be used to serve the liquor.

### **Policies**

#### **A. Expensed on Alumni Association's funds**

The Alumni Association will not process reimbursements/purchases of alcoholic beverages, unless a vendor with alcohol liability will be used to serve the alcoholic beverages. Please note that any reimbursements/purchases for alcoholic beverages to be expensed on Alumni Association funds must be pre-approved by both the Chief Administrative Officer and your Alumni Staff contact (Senior Director). To request pre-approval, please send your request via email at least two weeks before the event date.

Please also note that reimbursements/purchases of alcoholic beverages are infrequently approved and require additional justification.

#### **B. Expensed on a Network's Foundation fund for an Alumni-related event**

The consumption of alcohol at events where individuals under the age of 21 are present is discouraged, unless a vendor with alcohol liability coverage will be used to serve the liquor. Please note that any reimbursements/purchases of alcoholic beverages to be expensed on an Alumni Network's Foundation fund can be submitted for processing only if a vendor with alcohol liability will be used to serve the alcoholic beverages. Please note such reimbursements/purchases will be subject to the policies of UCLA Travel Accounting.