Decision Tree to Determine Payment Tool for an Event*

Does the reimbursement/deposit involve food or beverages (including services of food or beverages)?

- Yes
  - Are the attendees paying a registration or attendance fee?
    - Yes
      - Use MyPayments
        See: How to Pay Expenses When Offering a UC San Diego-Sponsored Conference
    - No
      - Is this for a meal only (e.g., catering for a meeting or a restaurant)?
        - Yes
          - Use MyEvents
            See: Meetings and Entertainment: Overview
        - No
          - Is this an Employee Retreat (Employee retreats include some type of activity designed to improve teamwork and overall functioning of a team or department).
            - Yes
              - Use MyEvents
                See: University-Hosted Events; What to Consider
            - No
              - Use MyPayments
                See: How to Pay for a UC San Diego-Sponsored Retreat for Employees
  - No
    - Is the payment for tickets to attend a community or fundraising event that includes purchase of a table?
      - Yes
        - Use MyEvents
          With the meeting type Attending
      - No
        - Is the payment for tickets to a sporting or cultural event (not season tickets)?
          - Yes
            - Use MyEvents
              See: MyEvents Event Examples
          - No
            - Use MyPayments

Are the tickets for UC San Diego employees?

- Yes
  - Use MyPayments
    See: Employee Recognition Awards
- No
  - Is this a reimbursement?
    - Yes
      - Use MyPayments
    - No
      - Use Express Card or Marketplace

* Decision tree does not include travel.