


Applicable Employee Classes:	Revised Date: February 5, 2010	Approved by: 
------------------------------	-----------------------------------	--

Entertainment expenses, reimbursable from university funds

1. The authorized purposes of incurring reimbursable entertainment expenses are:
 - a. To establish and maintain effective external communications and relationships for the benefit of the university.
 - b. To assist operationally in the utilization of early morning, noontime, and evening hours in conference activity with external clientele or prospective employees of the university, thus expanding the available working hours for such purposes, with individual guests or small groups of guests.
 - c. To support appropriate amenities accompanying authorized and organized events of the university, such as authorized conferences and academic ceremonies in which friends and clientele of the university are invited guests in group arrangements of substantial size.

2. The authorized purposes of reimbursable entertainment expense *do not* include, unless specifically authorized by the appropriate vice president for their respective areas of responsibility:
 - a. Any expenses related to or charged to a sponsored program.
 - b. Entertainment of colleagues within the university, or spouses or personal acquaintances, except where such persons are inseparably intermingled with official guests at events and pursuant to authorized purposes as listed in paragraph (A) of this rule.
 - c. Entertainment in personal residences of employees.

Policy

Food and beverages. Reimbursable amounts for food and beverages shall be reasonable and actual. In general, reimbursement for costs of alcoholic beverages from university funds will not be authorized unless specifically authorized by the appropriate vice president for his or her respective area of responsibility.

Incidental costs. Reimbursable costs for incidental expenses, such as gratuities for service, use of entertainment space, room arrangements, or floral or other decorations, shall be reasonable and actual. These incidental costs must be related to the authorized purpose of incurring reimbursable entertainment expense as outlined in the first paragraph of this rule.

Procedure

Reimbursement authorization for large group entertainment must be obtained from departmental unit directors, department heads, deans, and the responsible vice president where applicable. The individual is responsible for all expenses.

Applicable Employee Classes:	Revised Date: February 5, 2010	Approved by:
-------------------------------------	--	---------------------

All reimbursements must be requested in writing on an "Expense Statement" form. This form must indicate the dates and reasonable itemizations, be accompanied by original receipts or bills and lists of participants, and have proper authorizations. If the request is properly prepared and approved, it will be processed for immediate payment.