BUSINESS PURCHASES AND ENTERTAINMENT EXPENSE REIMBURSEMENTS

A. Purpose

The purpose of this policy is to provide guidance in requesting a reimbursement for business purchases and entertainment expenses incurred while conducting official University of Texas – Pan American business.

B. Persons Affected

This policy applies to employees requesting reimbursement for business purchases and entertainment expenses, including faculty and staff.

C. Policy

1. All business purchases of goods and services shall be made in accordance with University purchasing guidelines**.**

2. All entertainment expenses will be permitted only when such expenditures are of demonstrable benefit to the University, and must be made in a prudent manner to serve in carrying out the University's educational function.

3. Expenses

   a. Allowable expenses are expenditures related to one or more of the following purposes:

      i. the recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to the University;
      ii. the promotion or communication of intellectual ideas and/or exchange of administrative and operational information on University programs or activities;
      iii. the support of University sponsored student events and activities;
      iv. the recruitment of students, faculty, and/or staff (please see section C.5.c for limitations on funding sources related to certain student recruitment expenses);
      v. the assistance to The University of Texas System Board of Regents, accrediting agencies, officials from other universities, etc; or
      vi. the support of a program of continuing education.

   b. Unallowable expenses include, but are not limited to, expenses made for the following purposes:

i. contributions to charitable organizations;
ii. honoraria;
iii. student recruitment requiring travel (these expenses should follow the travel process, and not be submitted as business expense reimbursements) Please see section C.5.c for limitations on funding sources related to certain student recruitment expenses;
iv. awards or gifts (unless in compliance with state requirements);
v. dues or membership fees to organizations (unless approved by the President or designee); or
vi. non-business expenses.

c. Allowable business expenses include business meals or light refreshments provided at commercial establishments that are necessary to conduct official University business. Meal reimbursements shall not exceed $20/person for breakfast, $30/person for lunch, and $60/person for dinner, including alcoholic beverages, 15% gratuity, and sales tax. Reimbursements exceeding these established amounts must be submitted to the Vice President for Business Affairs for approval.

4. Purchase of Alcoholic Beverages

a. University employees may be reimbursed for expenses incurred for purchases of alcoholic beverages as part of business meals in conjunction with University-related business.

b. The requestor's immediate supervisor, Dean (if applicable) and Vice President, must approve all reimbursement for the purchase of alcoholic beverages.

5. Funding Sources

Reimbursement for business purchases and/or entertainment expenses may be charged to discretionary fund accounts and other University fund sources, subject to the limitations listed below:

a. State funds may not be used for business entertainment expenditures.

b. Business purchases and/or entertainment expenses may be paid from federal, state, or local grant accounts only if the program guidelines provide for such expenditures.

c. No State Appropriated funds may be expended for travel expenses incurred outside the boundaries of the State of Texas for the purpose of direct recruitment of students.

D. Definitions

Not Applicable.

E. Responsibility

1. The Vice President for Business Affairs is authorized to determine if specific expenditures fall within the established guidelines.

2. The Vice President for Business Affairs is empowered to review and make determinations regarding any requests for exceptions to these guidelines.

3. The President will review and approve any exceptions related to expenditures made by the Vice President for Business Affairs.

F. Procedures

Not Applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following stakeholders:

1. Director of Payables and Business Services – Senior Reviewer
2. Financial Manager
3. Faculty Senate Chair
4. Staff Senate Chair