



Handbook of Operating Procedures

Section: 8.6.7
Originally Approved: 04/14/01
Last Amended: 06/22/01
Last Reviewed: 06/04/03

BUSINESS/ENTERTAINMENT EXPENSE REIMBURSEMENT

A. Purpose

The purpose of this policy is to provide guidance in requesting a reimbursement for entertainment expenses incurred while conducting official university business.

B. General Instructions

The Vice President for Business Affairs is authorized to determine if specific expenditures fall within the established guidelines. The Vice President for Business Affairs will address all exceptions.

All purchases of goods and services should be made in accordance with University purchasing guidelines. Departmental expenditures or reimbursement of expenses for entertainment meals or refreshments will be permitted only when such expenditures are of demonstrable benefit to the University.

Reimbursement for business/entertainment expenses should be requested through a Departmental Purchase Requisition form. The Departmental Purchase Requisition form, Business Expense Substantiation form, and original receipts should be submitted to the Purchasing Office for processing.

Management review and approval of requests for reimbursement of business/entertainment expenses will be in accordance with existing Purchasing/Accounts Payable payment procedures.

C. Allowable Expenses

Entertainment expenditures include business meals (meal reimbursement will not exceed \$30/person for lunch and \$60/person for dinner; the \$30/person and \$60/person limit includes alcoholic beverages, 15% gratuity, and sales tax), food and/or refreshments for University sponsored events. Business/entertainment expenditures include flowers, meetings, moving expenses, benefits, tickets, functions, technical/professional license fees, recruiting expenses, and applicable tuition and training. All business/entertainment expenses must be made in a prudent manner and must serve to assist in carrying out the University's educational function.

Business/entertainment expenditures must be related to one or more of the following purposes:

1. the recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to the University



Handbook of Operating Procedures

Section: 8.6.7
Originally Approved: 04/14/01
Last Amended: 06/22/01
Last Reviewed: 06/04/03

BUSINESS/ENTERTAINMENT EXPENSE REIMBURSEMENT

2. the promotion or communication of intellectual ideas and/or exchange of administrative and operational information on University programs or activities
3. the support of University sponsored student events and activities
4. the recruitment of students, faculty, and/or staff
5. the assistance to the Regents, accrediting agencies, officials from other Universities, etc. or
6. the support of a program of continuing education.

Entertainment expenditures must not be for the following purposes:

1. contributions to charitable organizations,
2. honoraria,
3. out-of-state student recruitment,
4. awards or gifts (unless in compliance with state requirements),
5. dues or membership fees to organizations (unless approved by the President or his designee) or
6. non-business expenditure.

D. Purchase of Alcoholic Beverages

Reimbursement of business-related entertainment expenses that include the purchase of alcoholic beverages will be processed in the following manner:

1. University employees may be reimbursed for expenses incurred for purchases of alcoholic beverages when dispensed in conjunction with University-related business. Reimbursement for the purchase of alcoholic beverages must be obtained by processing a *Departmental Purchase Requisition* form and a *Substantiation Documentation Reimbursement of Business Expenses* form.



Handbook of Operating Procedures

Section: 8.6.7
Originally Approved: 04/14/01
Last Amended: 06/22/01
Last Reviewed: 06/04/03

BUSINESS/ENTERTAINMENT EXPENSE REIMBURSEMENT

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

E. Funding Sources

Reimbursement for business-related entertainment expenses may be charged to discretionary fund accounts and other University fund sources, subject to the specific fund limitations listed below:

State funds (all 11xxxx except 117xxx) may not be used for entertainment expenditures.

Reimbursement of business-related entertainment expenses may be paid from donated unrestricted gifts, discretionary fund accounts, continuing education accounts (all 211xxx accounts), other locally generated income (all 31xxxx Auxiliary Enterprises System

accounts), construction accounts (all 7xxxxx accounts), and agency accounts (all 81xxxx accounts).

Entertainment expenses may be paid from federal, state, or local Grants & Contracts (all 51xxxx – 539999 accounts) if the program guidelines provide for such expenditures. The Grants and Contracts Accounting Office must authorize these expenditures before goods or services are ordered or received.

F. Review

The Associate Vice President for Business Affairs/ Comptroller shall review this policy every three years.