

BUS-79 states: “there are occasions when the University may provide hospitality to campus and/or community audiences to support the mission of the University. As with other University expenditures, authorized officials must exercise **prudent** business judgment in reviewing proposed expenditures for meals and light refreshments based on their **reasonableness, allowability, benefit to the University**, budget, and the availability of funds. In addition, such expenditures should be **cost effective** and in accordance with the **best use of public funds.**”

Appropriate entertainment expenses include but are not limited to the following:

- to continue academic exchange over an extended period of time, e.g., after an invited seminar/talk.
- to extend the recruitment interview over a meal due to the short duration of the recruitment visit and the departmental demand for time with the candidate.
- to convey the strengths and vitality of the campus to make it attractive and welcoming to prospective employees.
- to allow an administrative meeting to continue for a number of hours without a break.
- to allow for an in-depth conversation with industry representatives or colleagues from another university to discuss possible scholarly collaborations.
- to discuss the interests, strengths, and needs of the department with university friends and prospective donors.
- to honor a colleague for receipt of a significant academic honor (e.g., elected as President of a major professional association, appointment to an endowed chair, National Academy of Sciences membership, etc.); to acknowledge significant honors or awards to graduate students.
- to conduct undergraduate or graduate student orientations.
- to hold faculty, staff, or departmental retreats.
- to conduct “sensitive” administrative business (e.g., retention of faculty/staff members, conflict resolution, etc.).
- to occasionally recognize employees at faculty/staff picnics or holiday gatherings, using unrestricted funds.

The UC maximum per person expenditures can be found in university policy BUS-79. All expenditures require an itemized receipt. In the unusual case where it is not possible to stay within the per person maximum, a Prior and Exceptional Approval form must be submitted to the Dean at least **two weeks** prior to the event with a compelling justification for the overage. If the Dean endorses this justification, the form is submitted to the EVC for review. This is an exception to established university policy and there is no guarantee it will be approved.

Prior and Exceptional Approval forms should also be submitted to the Dean for large events that will include reimbursement – with a description of the business purpose being served – for alcohol and/or the inclusion of a spouse or spouses. State funds may **NOT** be used for these purposes.

The serving of alcoholic beverages is permissible at departmental events attended by a mixed audience consisting of some combination of faculty, community members, staff, and students of legal age (receptions after a guest talk, conference receptions, etc.). However, NO costs for alcoholic beverages will be reimbursed for events that are geared primarily at undergraduate students (e.g., new student recruitment visits, departmental undergraduate award ceremonies) held on or off the campus.

Chairs/Directors will continue to have the authority to determine the appropriate number of departmental colleagues present at an official event. Prior approval of routine entertainment is not required. Requests for reimbursement must, however, be approved and signed by an authority higher than the individual seeking reimbursement who has been delegated signature authorization for such approval.

Some expenditures require additional approval (e.g. alcohol, spouses) and must be submitted to the Dean's office. Documentation should include the business purpose served by these expenditures.

Guidance on submitting travel or entertainment documents to the Dean's office is available [here](#).