ADMINISTRATIVE DIRECTIVE

8.2 DEPARTMENTAL ENTERTAINMENT FUNCTIONS

1. All forms of departmental entertainment not covered under Policy 8.1, Entertainment of Visitors, are subject to this policy.

2. Departmental entertainment encompasses the following activities:
   - Retirements and employee departures
   - Journal clubs, departmental conferences, and seminars
   - Annual functions
   - Special occasions or achievements

3. Generally, departmental functions are not routinely reimbursable under the policies and procedures of the LSU System and applicable State laws. However, the Chancellor’s Office has limited authority to grant approval for reimbursement of entertainment costs that are incurred and contribute to the best interests of the University. Such authorized entertainment must conform to the restrictions and criteria listed below.

RESTRICTIONS:

1. The only approved form of entertainment that is reimbursable is a meal function.
2. Original receipts are required in all cases.
3. The purchase of alcoholic beverages is not reimbursable.
4. Charging instructions should specify only improvement funds or restricted donor and gift accounts that do not specifically exclude entertainment expenses.

AUTHORIZATIONS:

1. All entertainment expenses must have the prior authorization of the Dean and the Vice Chancellor for amounts less than $1,500.

2. All entertainment expenses exceeding $1,500 must have the prior authorization of the Dean and the Chancellor.

3. All prior approval requests should be directed to the Dean’s Office and should provide the following information:
   a. Persons or group to be entertained
   b. Place and date of entertainment
   c. Purpose of entertainment
   d. Principal host
   e. Proposed or estimated cost

POLICY REFERENCES:

1. Policy Memo 5, Chancellor’s Office, 03/15/83. 2. PM-25, President’s Office, 10/11/73.