8.1 ENTERTAINMENT OF VISITORS

1. The approved form of entertainment is a meal function at which the participants are directly involved with a visitor in serving the best interests of the University.

2. The party is not to exceed eight (8) persons, unless prior approval of the Chancellor is given for additional persons. Upper limits of University liability is set at $50.00 per person.

RESTRICITONS:

1. Two types of guests may be entertained at University expense. These include:
   a. Visitors whose presence on the campus adds quality to our programs, and
   b. Personnel being interviewed for key faculty or administrative positions.

2. The purchase of alcoholic beverages is not reimbursable.

3. The only approved form of entertainment that is reimbursable is a meal function. Original receipts are required.

4. Entertainment is limited to one reimbursable occasion per visit.

5. Charging instructions should specify only improvement funds or restricted donor and gift accounts that do not specifically exclude entertainment expenses.

AUTHORIZATIONS:

1. Entertainment expenses for functions conforming to the provisions of the policy must be authorized by the Dean.

2. If an exception is requested, authorization is required by both the Dean and the Chancellor.

3. Requisitions should be forwarded to the Dean’s Office for all necessary authorizations.

EXCEPTIONS:

Any exception to this policy must receive the prior approval of the authorizing individuals as indicated above.

POLICY REFERENCES:

2. PM-25, President’s Office, 10/11/73.