

Policy: 3-11 Rev: 2
Date: December 28, 1988

Subject: **RECRUITMENT AND ENTERTAINMENT EXPENSE REIMBURSEMENT POLICY**

I. PURPOSE

To establish university policy relating to payment of recruitment and entertainment expenses incurred in the course of university business.

II. DEFINITIONS

Recruitment and Entertainment Expenses: Expenses including lodging, meals, entertainment and visitor transportation expenses associated with the recruitment of faculty, administrative and staff members for the university; the performance of approved public and employee relation and fundraising functions of the university; and the entertainment of visiting scholars, public officials and other dignitaries.

University Funds: Funds administered or held by the university, including monies allocated by legislative appropriation, development funds, gifts and any other funds for which the university is responsible, e.g., monies from federal contracts and grants.

III. POLICY

A. Authorized Costs

The university will reimburse authorized personnel, or pay suppliers directly, for recruitment and entertainment expenses only if such charges are approved as provided in the present policy, and were incurred in the course and scope of university business.

B. Criteria

Recruitment and entertainment expenses are authorized to be incurred by university personnel only if all of the following conditions are satisfied:

1. Such expenses must be:
 - a. Reasonable in amount.
 - b. Appropriate under the relevant circumstances.
 - c. Reasonably necessary or expedient to the conduct of university business.
2. Such expenses may not be charged to a government research contract or grant unless specifically authorized by the terms of the contract or grant.
3. Charges for alcoholic beverages may not be paid from state-appropriated funds.

C. Faculty and Staff Socials

It is recognized that the university benefits when employee morale is strengthened; therefore, the cost of one faculty or staff social per year may be paid from university funds. Development funds, to the extent available, should be used for such expenditures (see [PPM 3-6](#)). If development funds are not available, departmental funds may be used. If more than one social per year is held, the combined cost paid from university funds may not exceed an amount that would reasonably be spent on one event.

Award banquets and similar functions are not subject to the above policy.

IV. PROCEDURE

A. Documentation

To be eligible for reimbursement or payment under this policy, recruitment and entertainment expenses shall be submitted to accounts payable on a check request when a university employee (not traveling on university business) incurs official university recruitment or entertainment expenses. Entertainment expenses incurred while traveling on official university business should be included along with other travel costs on a travel reimbursement request form and submitted to the travel department. These documents must be:

1. Supported by original invoices, billings, vouchers or other appropriate documentation.
2. Accompanied by an explanation, which may be included on the supporting documentation, describing the activity or function at which each charge, or group of related charges, was incurred, and indicating (a) the date and location of the activity, (b) its purpose with respect to university business, and (c) the names of those in attendance or, if the total number in attendance was in excess of 10 persons, a general description and approximate number of those in attendance.
3. Identified as payable from an account or accounts from which such expenditures are authorized.

B. Signatures for Recruitment and Entertainment Expenses

The check request or travel reimbursement request for reimbursement of recruitment and entertainment expenses must be signed by the employee who incurred the expense and by the cognizant dean, director, or vice president. If such expenses were incurred by a dean or director, approval authority shall reside with the cognizant vice president, and if by a vice president, with the president or such officer as the president may designate. The signature of the approving authority shall be deemed to constitute a certification by that officer that the expenses were incurred in the course of university business, are authorized under this policy and may properly be charged to the account or accounts designated.

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