BUSINESS ENTERTAINMENT FOR DEVELOPMENT POLICY
Account to be used: 9790 (Entertainment Expense)
Meals and functions are considered entertainment if they are intended to provide hospitality to
non-University employees which, although partially social in nature, are deemed necessary and
customary in furthering the University's business interests. The University may pay or reimburse
expenditures relating to entertainment when the purpose is:
1. Fundraising
2. Promotion of the University
3. Entertainment for guests of the University by designated University officials
a. For purposes of this policy, “designated University officials” includes deans, vice
presidents, development officers, senior administrators and other employees who
have been specifically asked to serve in a host capacity
4. Cultivating a donor/prospect or engaging alumni
Examples of entertainment expenditures include food, beverages, admission charges, flowers,
and other miscellaneous expenses. These expenses must be reasonable, prudent, appropriate
to the occasion, and consistent with the University’s mission.
Entertainment expenses must not exceed $100 per person (including tax and tip). The cost should
be appropriate for the type of meal or event, and this limit applies to all venues including restaurant
expenses and entertainment at private residences. Entertainment expenses in excess of $100
per person will not be reimbursed.
If entertainment is not for development purposes, meal expenses must not exceed $35 per person
and other types of entertainment expenses may not be reimbursable.