

Entertainment of Visitors Policy

The department's entertainment of visitors policy in most respects closely follows that of the university (policy 41.123). Faculty and staff are urged to spend moderately and discreetly, with the department's limited budget in mind.

General Guidelines:

- the number of department faculty, staff, and/or students present at meals should be kept to a minimum*
- for spousal expense to be allowable, the spouse's attendance must clearly serve a business purpose
- original itemized receipts or vendor invoices are required; include a list of those present at the meal
- the department does not pay for alcohol at meals except for those associated with faculty searches**
- meal gratuity cannot exceed 20%
- meal maximums (per person), including a non-alcoholic drink, are as follows:***

breakfast	\$8
lunch	\$10
dinner	\$25
- Faculty are not reimbursed for mileage to and from the airport. Rental cars for colloquium speakers also are not reimbursed unless there are extenuating circumstances. Prior approval must be given by the department chair.
- Colloquium speakers are not reimbursed for costs (meals, mileage) incurred in driving to and from the airport in their home state. Refer speakers to the department secretary for questions about reimbursement.

Approved 1/23/04; amended 5/21/04; amended 1/13/06

* More than two faculty, staff, and/or students may be present at meals; however, the department does not pay for more than three persons per meal (unless extenuating circumstances can be justified).

**Except for entertainment associated with faculty searches, alcohol is an out-of-pocket expense. In the case of faculty searches, the department pays for alcohol over and above meal maximums.

***There is no meal maximum for visitors. Diners may exceed meal maximums if they can cover the cost from other than department operating sources.