



UNIVERSITY POLICY

SUBJECT: FINANCIAL AFFAIRS **TITLE:** ENTERTAINMENT AND RECEPTIONS

CODING: 00-01-50-60:00 **ADOPTED:** 07/01/87 **AMENDED:** 09/01/89

I. PURPOSE

To set UMDNJ rules regarding expenditure of University funds, faculty practice funds, and non-state grant funds for entertainment and official receptions.

II. ACCOUNTABILITY

Under the Senior Vice President for Administration and Finance, the Vice President for Financial Affairs and Treasurer, shall ensure compliance with this policy. The Controller shall implement this policy.

III. POLICY

A. Guidelines

1. General:

- 1.1 Use of unrestricted University funds and those funds generated by UMDNJ faculty practice services will be approved and regulated by the provisions specified in paragraphs 2, 3 and 4.
- 1.2 Use of funds generated from federal or non-state funded grants will be approved and regulated by the provisions specified in paragraphs 2 and 5.

2. Approvals:

Written approval from the appropriate Dean or the Vice President is required for expenditures authorized in Sections 3.1-3.5 and 5 below and must be secured in accordance with existing policy. In such cases the approval mechanism must identify:

- The name of the group or function (no abbreviations or acronyms);
- The purposes of the function, expressed, insofar as possible, in terms of the goal(s) or objective(s) of the University under which the function is being conducted;
- The makeup of the group, e.g., citizen members of advisory committees, workshops, etc.;
- The names and titles of any University faculty or staff members included in the group;

- Any other information or justification which will demonstrate the program-relatedness of the function or the benefit to the University resulting from the function.

3. Expenditures Specifically Authorized

- 3.1 "Entertainment" of University patients and students including meals and refreshments and all other expenses directly related to such entertainment.
- 3.2 All costs of commencement and convocation activities.
- 3.3 Costs of meals and refreshments for all officially scheduled receptions, meetings or conferences, provided that such expenses can be directly related to the accomplishment of one or more of the officially established goals or objectives of the program from which funds are appropriated.
- Generally, such expenses must be for "entertainment" of groups, committees, task forces, workshop participants and other persons who are not faculty or staff members of the University.
 - To the extent that University faculty or staff members are participating members or are directly involved with the organization and conduct of such meetings, University funds may be used to pay their expenses.
- 3.4 Entertainment of visiting officials and/or dignitaries from other state or local government jurisdictions. (See Section 4.2g of the State of New Jersey Travel Regulations; copy available in University Controller's Office).
- 3.5 Meal costs for faculty or staff members involved in official University business activities under conditions which would otherwise make them eligible for overtime meal allowance. Refer to the University policy on Travel Related Expense Reimbursements, # 00-01-50-10:00.

4. Expenditures Specifically Prohibited

The following purposes and examples of types of functions for which expenditures of unrestricted funds will not be authorized.

- 4.1 Meals and other expenses for functions held primarily for the benefit of University officials and/or faculty or staff members. If such meetings, workshops, etc., are conducted at such times that they result in eligibility for "overtime meal allowance", such charges may be paid, in accordance with the University's policy on Travel Regulations: 00-01-50-10:00
- 4.2 Receptions or other social functions held for or honoring any faculty or staff member or group of faculty or staff members of the University, (retirement, awards, appointments, etc.).
- 4.3 Meals or refreshments to be served to participants (other than students, and patients) or guests at any athletic or other games or contests.

5. In any case in which a Federal or other non-state-funded grant budget has specific provision for payment for meals or refreshment for any group or groups attending meetings, workshops, seminars, training sessions or similar functions, funds may be expended for that purpose up to the amount specified in the approved grant. Written approval for such expenditures must be obtained under the provisions of paragraph 2, above. Authorization of such expenditures under the grant should be included in the explanation specified in paragraph 2 above.

By Direction of the President:

Senior Vice President for Administration and Finance