

 UNIVERSITY of DENVER	UNIVERSITY OF DENVER POLICY MANUAL OFFICIAL FUNCTION/ENTERTAINMENT POLICY	
Responsible Department: Business Services Recommended By: G. Kvistad, C. Woody Approved By: Chancellor Coombe	Policy Number 2.30.013	Effective Date: July 1, 2011

1 INTRODUCTION

1.1 **PURPOSE**

The Official Function/ Entertainment Policy, used in conjunction with the [Propriety of Expense Policy](#), defines those expenditures allowed to be paid through the use of University Funds.

1.2 **SCOPE**

This Policy sets forth requirements that apply to all employees, affiliates, and other individuals (e.g., students, contractors) when generating business expenses with the use of University funds. University funds include both unrestricted and restricted funds.

2 POLICY OVERVIEW

Individuals conducting official University business and incurring entertainment costs at the University's expense are expected to exercise the same care in incurring expenses as a prudent person would in spending personal funds. Therefore, it is the responsibility of the employee to ensure all expenditures comply with the [Propriety of Expense Policy](#) AND the [Allowable Business Expenditures Policy](#).

If an employee has doubts regarding the appropriateness of an anticipated official function or entertainment expense, then the employee shall consult with his or her Supervisor and/or Budget Officer in advance of incurring the expense. Any non-permitted or excess expense(s) are the responsibility of the employee and must be promptly repaid if initially paid with University funds.

Allowable entertainment expenses are those incurred for business entertaining and include but are not limited to, food and beverages, catering services, banquet facilities, decorations and musical groups. Alcoholic beverages purchased in conjunction with official University business entertainment (except for most federal grants and contracts) are an allowable expenditure (see [Alcohol Purchase policy](#)).

Entertainment activities other than dining may be used as venues for cultivating donor support and building relationships with individuals or foundations that benefit the University, (e.g., golf or other sporting events). The benefit to the University shall be documented with the expenditure. Given that judgment is very often an intangible, but nonetheless critical basis for the expenditure, administrators are encouraged to be as specific as reasonably possible when stating the benefit to the University.

ITEM DESCRIPTION	ALLOWED	COMMENTS
1. Alcohol		
a. Allowed only if the nature of the official function is reasonable and appropriate and permits the serving and/or distribution of alcoholic beverages in accordance with the Alcohol Policy	Yes	
2. Meals		
a. Expenses are chargeable to the University for meals provided those meals are part of a seminar, workshop, presentation or other similar group meeting involving employees and extend through the usual mealtime(s)	Yes	

ITEM DESCRIPTION	ALLOWED	COMMENTS
<p>b. Meals associated with University employee events, (e.g., employee recognition, retirement recognition, or other staff development programming) are allowed. These events must be reasonable and shall be associated with formal staff development and/or staff recognition programming or practice</p>	<p>Yes</p>	<p>A department or division may hold work-related luncheons, dinners or other celebrations to recognize the accomplishments of a major goal or to promote enhanced working relationships; to include but not limited to:</p> <ul style="list-style-type: none"> • Dinner to welcome new faculty members • Luncheon to recognize employees • Annual year end or holiday party <p>Consideration shall be given to the frequency of such activities. Departments must utilize on-campus venues or off-campus venues which do not charge for space rental, and are encouraged to utilize on-campus vendors for food service, at such events. Multiple parties per school/department are discouraged (e.g., Deans may not have holiday or year end parties for the entire school AND individual department parties, both using University funds).</p>
<p>c. Faculty and staff retreats, planning sessions, team building events, department celebrations, etc.</p>	<p>Yes</p>	<p>Consideration shall be given to the frequency of such activities. Departments must utilize on-campus venues or off-campus venues which do not charge for space rental, and are encouraged to utilize on-campus vendors for food service, at such events.</p>
<p>d. Meals involving only University employees when the purpose of the meal/event is not an Official Function, as defined by this policy, or when the employee is not in travel status (see Travel Reimbursement Policy)</p>	<p>No</p>	

ITEM DESCRIPTION	ALLOWED	COMMENTS
e. Official functions that are primarily for the benefit of students and student relations	Yes	In accordance with the Alcohol Policy , alcoholic beverages are not permitted at any student-sponsored functions or events. Exceptions to this policy shall be approved by the Associate Provost for Student Life or Associate Provost for Graduate Studies, as appropriate.
f. When an employee is in “Extended Day Travel Status” (traveling on University business for more than 12 hours but less than over night)	Yes	It is permissible to incur an expense chargeable to the University for one meal when an employee is in Extended Day Travel Status as defined in Section 3, Definitions. Per IRS regulations, allowable meals include either breakfast OR dinner.
3. Entertainment		
a. Functions and events are considered business entertainment and are an allowable expense only if they are intended to provide hospitality to individuals outside the University and are considered necessary and customary in furthering the University’s interests	Yes	<p>Examples of allowable entertainment events include, but are not limited to:</p> <ul style="list-style-type: none"> • Receptions for University guests and visitors • Alumni reunions or similar alumni events • Entertaining donors and/or prospective donors • Welcoming receptions for parents and students

3 DEFINITIONS

Official Function: A meeting, meal, or other activity, on or off campus, hosted by a University department and/or organizational unit, attended by guests, employees and/or students, and held for official University business.

Travel Status- Individuals are considered on travel status when traveling on University business for a period greater than 24 hours where one or more overnight stay(s) is required.

Extended Day Travel Status: Individuals are considered to be in extended day travel status when traveling on University business for a period more than 12 hours but less than over night.