

## Approval of Entertainment

This table summarizes those expenditures that require additional approval and/or signature by the host and chair.

Activity	Host	Chair	Prior Approval
<b>Business Meetings</b>			
Meals provided to employees, visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where there is a valid business purpose for the meeting. The meeting must have at least one employee present.	YES	YES	NO
<b>Programmatic Activities</b>			
Class, study hall, or other academic-based activities	YES	YES	NO
Student Orientation programs, commencement exercises, and similar activities	YES	YES	NO
Student government meetings, association meetings, or other student meetings	YES	YES	NO
<b>Recruitment</b>			
Meals provided to prospective employees	YES	YES	NO
<b>Employee Morale-Building Activities</b>			
Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc.	YES	YES	YES
<b>Entertainment</b>			
Meals provided to donors	YES	YES	NO
Meals provided to visitors from other educational institutions, members of the same community, medical center visitors, of employees from another work location where the purpose of the activity is social or recreational	YES	YES	NO
Meals provided to a spouse, domestic partner, or other partner	YES	YES	YES
Admission tickets	YES	YES	YES
Expenses that exceed the per-person maximum	YES	YES	YES
Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event	YES	YES	YES