

COLLEGE OF VETERINARY MEDICINE

Subject: Entertainment Form

# College of Veterinary Medicine Policies and Procedures

Section:

**Business Office** Number: CVM 55.3.02

Pages:

Date:

2021

Replaces Policy Dated: 2011

Cross Reference:

#### **Entertainment Form**

## Purpose:

- 1. This form is submitted by an employee to file for reimbursement of personal funds expended to conduct official University business in a public establishment.
- 2. Expenses must be paid by the employee, who then submits the reimbursement form. Alternatively, MSU procards may be used for pre-approved purchases.

### Restrictions on Use:

- 1. The function must have a legitimate business purpose and must involve at least one non-University employee (example: interviewing a prospective employee).
- 2. Reimbursement is limited to \$40 per person per meal (including a reasonable tip if included on the receipt).
- 3. Reimbursement for entertainment in private homes will not be authorized.
- 4. University employees in a travel status will cover reimbursement for their own meals, transportation, etc., by travel voucher.
- 5. Liquor or cocktails are not reimbursable expense items.

## Receipts:

- 1. Itemized receipts are necessary in order for reimbursement to be made.
- 2. Itemized receipts should bear the restaurant's name and should be attached to the reimbursement form when it is submitted.

## <u>Completing the Form</u>:

- Department: College of Veterinary Medicine
- Account Number
- Purpose: Examples to interview prospective employee, consultant visit
- Nature: Examples breakfast, luncheon, dinner, banquet. Also, the total dollar amount for which reimbursement is requested should be listed here.
- Signatures: The form should be signed by the employee requesting reimbursement, approved by department head/manager, and then forwarded to the Business Office.

APPROVED: Kent H. Hoblet 9/16/2021

Kent H. Hoblet, Dean Date