



MISSISSIPPI STATE  
UNIVERSITY

COLLEGE OF  
VETERINARY MEDICINE

# College of Veterinary Medicine Policies and Procedures

Subject: **Entertainment Form**

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.

