



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Accounts Payable  
Issue/Revision Date: 12/01/2017

## **Business Related Expenses**

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### Policy:

The business of the University requires that some on-campus entertainment expenses be incurred. These expenses should be for University business only. All transactions involving entertainment expenses must have the following documentation:

- A statement of purpose for the expense, as well as the benefit to the University. (General descriptions such as “entertainment expense” and “business lunch” are not adequate explanations and will be returned, thereby delaying processing);
- A list of all persons in attendance, including their relationship to the program to be benefited and any other relevant details;
- The date, time and place of the entertainment; and
- Approval of the appropriate signature authority

Please note that Accounts Payable reserves the right to request itemized receipts at any time, under any circumstance or when deemed necessary.