



Entertainment and Official Occasions Expenditure Quick Reference Policy Chart

Expense Type	Allowable Funding Sources	Required Approvals	Dollar Limits
Meals, refreshments, customary gratuities, and related hospitality items.	Designated Fund and Tuition:	1. Event Host/Individual Certifying Payment (Requestor) and 2. Department Manager (Approver): Designated, authorized approver of entertainment and hospitality expenses and is at least Asst/Assoc Dean, Asst/Assoc VP, VP or President.	Maximum allowable (all inclusive of taxes & gratuity) per person reimbursement for food & non-alcoholic beverages: <ul style="list-style-type: none"> ▪ Breakfast or Lunch \$25 ▪ Dinner - \$55
	Continuing Education programs, seminars and conferences – when fees are collected for this purpose		
Auxiliary Enterprise Funds	Exceptions must be approved by the appropriate VP. A VP cannot approve their own exceptions. In that event, the VP for Business Affairs or President must sign.	VP level must approve a single function that exceeds \$5,000. VPBA will approve exceptions to per person limits.	
Restricted Funds (Gift Funds and Endowments) – Unrestricted and/or consistent with donor's expectations as certified by the Account Administrator.			Advance written approval of the sponsor (can be part of the original award.) No exceptions. Monitored by the Research Service Center (RSC).
Sponsored Programs	Same as above for meals. Invitations must clearly indicate the event is a UTSA function. Holiday cards should be development driven & primarily for external distribution. Other items should have a clear business purpose.	Expenses for flowers generally may not exceed \$100, including taxes and delivery fees. For other items in this category, the amount should be reasonable for the benefit returned to UTSA.	
Flowers, Fruit, Candy, Cookies, Gift Baskets, Invitations, Holiday Cards, etc	Same funding sources as above, with the exception of Sponsored Programs. None of these items are allowable charges to sponsored programs.	Same as above for meals. Except that for campus sponsored events, the President must approve in advance.	Reasonable for occasion or purpose. Should never be the sole reason for reimbursement.
Alcoholic Beverages	Alcohol cannot be purchased with state appropriated or federal (sponsored program) funds . Alcohol is also not allowed on any account sourced from <i>student revenue or funds under the control of Intercollegiate Athletics</i> . Other than the above exceptions, the same sources as allowed for meals and refreshments may be used.	President must approve for non-academic areas; Provost for academic areas. Memberships with monthly fees should be initiated with a PO.	Membership must be used for express UTSA business purpose as stated in the request for approval and be submitted with a request for payment or reimbursement.
Club memberships	Very restricted – must use an account designated as Official Occasions or appropriate gift funds.	Prior approval by the VP for External Relations or designee required. If the meal limit is exceeded, approval of the Vice President is required.	<ul style="list-style-type: none"> • Individual meal limits do not apply to table sponsorships. • Individual seat purchases do not require advance approval, unless the meal limit is exceeded.
Table Sponsorships for non-UTSA sponsored events	Policy is not available at this time, contact the Assistant Controller in the Controller's Office for questions.		
Employee Gifts			