

APPROVAL OF EXPENDITURES

This table summarizes those expenditures that require additional approval and/or signature by the host in addition to the approval by the department head.

Activity	Host <sup>13</sup>	Additional Approval <sup>14</sup>
<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.	No	No
<b>Programmatic Activities</b>		
Meals provided to volunteers and research subjects (clinical trials).	No	No
Athletic team meals, including training-table meals, game-related meals, and occasional meals provided in accordance with NCAA rules.	No	No
Class, study hall, or other academic-based activities.	No	No
Student orientation programs, commencement exercises, and similar activities.	No	No
Student government meetings, association meetings, or other student meetings.	No	No
<b>Recruitment</b>		
Meals provided to prospective employees.	Yes	No
Meals associated with the recruitment of student athletes and scholars.	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
<b>On-the-Job Meals</b>		
Meals provided to an employee during work hours as a requirement of the employee's job (HR policy applies).	No	No
<b>Entertainment</b>		
Meals provided to prospective donors.	Yes	No
Meals provided to visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where the purpose of the activity is social or recreational.	Yes	No
Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.	Yes	Yes
Meals provided to a spouse, domestic partner, or other partner.	Yes	Yes
Cash contributions related to an entertainment event.	Yes	Yes

<sup>13</sup> Campuses may require the signature of the individual requesting payment in those situations that do not require the host signature. Meals also include light refreshments unless otherwise noted.

<sup>14</sup> An exception is required for any expenditure that exceeds the maximum per-person rates for meals and light refreshments.