Cellular & Structural Biology (CSB)

Entertainment Expenses

**Entertainment:**

The $30 per head limit on entertainment described in the SOM Entertainment Policy pertains to group events like departmental retreats and social gatherings and also when a group of HSC employees gather to eat in a restaurant or other establishment.

It does not apply to situations where an outside visitor is invited to the HSC to give a seminar or similar presentation. In these cases, the Department asks you to limit the number of attendees to less than 5 and to be mindful of our current budget reductions.

When entertaining a candidate for potential employment, the limit remains at the current limit of $90 / person inclusive of tax, tip and liquid refreshments. Again, the Department asks that you please limit the number of attendees to less than 5 and keep in mind that candidate visits generally include several lunches and dinners, hotel, and ground transportation.

The requirement to obtain prior approval for any single event that exceeds $500 / event has not changed. Your administrative staff can prepare the request that must be approved by Dr. González-Scarano before the event.

Your administrative support person can help you complete this obligation or you may also contact Sarah Lindauer at Lindauer@uthscsa.edu