REQUIREMENTS FOR OFFICIAL FUNCTIONS AND ENTERTAINMENT

Documentation

In addition to the normal requirements for documentation of services, the following information is required on the Payment Request:

1. **Purpose and Benefit** of the function must be clearly stated within the documentation supporting all payments. The absence of such statements on expense reimbursements or other payments for business expenses has resulted in the Internal Revenue Service ruling that the payments are not related to the institution’s business purpose and are therefore taxable income to the payee.

2. Names and Titles of persons attending a meeting or function must be included as support for the payment or reimbursement. The department may retain this information if the list of attendees is too extensive to itemize on the Payment Request or if the names and titles of the attendees are not known at the time the payment is processed (in the case of prepaid catering, etc.). This information must be either attached to the Payment Request or retained within the department for a period of three years. The Office of Accounting can accept extensive lists of attendee names and titles as payment support, relieving departments from the need to retain this information in their records, if they so choose.

3. If alcoholic beverages are purchased a copy of the approved [Request for Alcoholic Beverage on Campus (Faculty/Staff Only)](https://example.com) or [Request for Alcoholic Beverages on Campus for Student Organizations](https://example.com) must be attached to the Payment Request. See Section 8.2.3 of the *Handbook of Operating Procedures* (HOP), “Use of Alcoholic Beverages on Campus”.

4. Approval of reimbursements for expenses incurred for official entertainment and travel should always be approved by the supervisor of the employee being reimbursed, following the principle of hierarchical approval (see Section 6.2.14 of the HOP, “Travel Reimbursement Policies”). A subordinate of the employee being reimbursed is not a sufficient approver.
**Authorized Accounts and Approvals**

Official functions and entertainment are limited to Auxiliary Enterprise Funds (35001), Designated Funds – MSRDP/DSRDP (22100-22xxx), and Designated Funds – General (23001-23xxx) excluding funds 23055, 23056, 23065, 23066, and 23070, and Current Restricted Funds (48000-48xxx).

**Designated Funds MSRDP/DSRDP (22100-22xxx)**

Expenses between $500 and $2500 require advance approval of the Dean or Vice President with budget authority over the funds being used.

Expenses over $2500 need advance approval of the President or Vice President and Chief Financial Officer.

**Designated Funds General (23001-23xxx) and Auxiliary Funds (35001)**

Excluding funds 23055, 23056, 23065, 23066, and 23070.

Expenses between $500 and $2500 require advance approval of the Dean or Vice President with budget authority over the funds being used.

Expenses over $2500 need advance approval of the President or Vice President and Chief Financial Officer.

Holiday party expenses are not allowable on Designated Funds - General.

**Current Restricted Funds (48000-48xxx)**

Expenses between $500 and $2500 require advance approval of the Dean or Vice President with budget authority over the funds being used.

Expenses over $2500 need advance approval of the President or Vice President and Chief Financial Officer.

Holiday party expenses from “Current Restricted Funds” 48003-48005, 48009, and 485XX are not allowable.

**Exceptions**

Entertainment is allowed for official business that can be shown to be beneficial to UT Health San Antonio. This normally consists of the cost of taking an official visitor out to eat or a catered meal at UT Health San Antonio. Expenses may be paid directly to the vendor or reimbursed to the employee. Entertainment out of the ordinary requires approval of
<table>
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<tr>
<th>Chapter 6</th>
<th>Fiscal Policies and Procedures</th>
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<tr>
<td>Section 6.1</td>
<td>Accounting</td>
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<tr>
<td><strong>Policy 6.1.6</strong></td>
<td><strong>Requirements for Official Functions and Entertainment</strong></td>
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<td>Effective:</td>
<td>July 2000</td>
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<td>Revised:</td>
<td>January 2019</td>
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<td>Responsibility:</td>
<td>Assistant Vice President for Business Affairs</td>
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the President’s Office. Examples are: Sea World, Fiesta Texas, symphony or theater tickets, zoo, boat rides on the River Walk, tours, museums, etc. Refer to Section 6.1.7 of the HOP, “Discretionary Funds”. Expenses for entertaining guests of the University should not exceed $90 per person.