ENTERTAINMENT			
Type of Expense	**Required Approval**	**Limitations**	**Miscellaneous**
UT MEDICAL BRANCH AT GALVESTON			
Membership dues (Private Clubs)	Academic department head, dean or vice president, based on availability and appropriate use of funds.	Memberships must provide a benefit to and support the mission of UTMB.	When the payee and the department head are the same, the next higher authority provides the approval signature. If payee is the president, the vice president for business and administration will provide approval signature. Original receipts must be submitted with appropriate documentation. The accounting department will audit all claims for official/business function expense reimbursement. Any request that appears to be non-beneficial, excessive, or extravagant in the context of the event may require additional supporting documentation. Amounts in excess of the event limits require **prior approval** of the President or designee (President's Council member). Designated and certain restricted funds should be used for these entertainment types of expenses. Gratuities may not exceed 20% of the total bill.
Meals/Entertainment - Official functions	Requires approval of academic or business department head, hospital executive director, division chief, vice president or president.	Up to $95 per person. Events exceeding $2,500 require prior approval of president or appropriate President's Council member.	
Business meals or employee functions	Requires approval of academic or business department head, hospital executive director, division chief, vice president or president.	$20 per person (breakfast/lunch) and not to exceed $95 per person for dinner; events exceeding $2,500 require prior approval of president or appropriate President's Council member.	
Resident and student award dinners and departmental holiday parties	Requires approval of dean.	$60 per person. Events exceeding $2,500 require prior approval of president or appropriate President's Council member.	
Recruitment	Academic or business department head or hospital executive director, based on availability of funds.	Up to $95 per person.	

NOTES:

1. Dollar limitations set in this policy denote institutional maximums.
2. Some entertainment expenses may only be incurred on certain fund sources.
3. Some fund types may further limit dollar amounts that may be expended for these activities.
4. Costs identified for official functions include food, beverage, facility, entertainment, etc.
5. Per head and event limitations apply to university catered functions as well as external functions.
6. Academic department head includes chairs and center directors.