I. General

- The approval/disapproval of functions is independent of whether expenses are employee reimbursements or are direct-billed by vendor to the university.
- University Official Function forms should be routed, in advance of the event and prior to invitations being distributed, to the DMO (and the MS Office of Administration for Dean approval when required). Case-by-case requests with extenuating circumstances must be routed to the Office of Administration. The MMS utilizes the Prior Approval Form for Official Functions for all event requests.
- If events are to be completely self-funded by UTHealth employees or by other external sources, all other approvals, e.g., Permission to Serve Alcoholic Beverages, must still be obtained. The Permission to Serve Alcoholic Beverages form requires the pre-approvals of both the Dean and the COO/CFO.
- Development efforts are not included in these guidelines and will be considered separately on a case-by-case basis.
- Official Functions >$2,500 require the pre-approvals of both the Dean and the COO/CFO.
- Departments are responsible for maintaining records of pre-approvals for all events.

II. Food Expenses Allowed – Department DMO Pre-Approval Required

- Faculty recruitment or Non-UTH seminar speakers:
  - $15-Breakfast
  - $15-Lunch - for in-house/on-campus lunches
  - $30-Lunch - for off-campus lunches of up to 4 in attendance, including applicant/speaker
  - $60-Dinner - maximum of 6 persons in attendance, including applicant/speaker

- Resident, Fellow or Postdoc recruitment:
  - $15-Breakfast
  - $15-Lunch - for in-house/on-campus lunches
  - $30-Lunch - for off-campus lunches of up to 4 in attendance, including applicant
  - $30-Dinner - for groups of 5 or more
  - $50-Dinner - maximum of 4 persons in attendance, including applicant

- Graduation events for Residents or Fellows: $50 per person (includes food, venue, entertainment, decorations, etc. The per person limit does not include graduation gifts. See case-by-case section below.

- Faculty Meetings - Food may be provided no more frequently than 1 time per month at a maximum of $10 per person.

- Lab Meetings - Food may be provided no more frequently than 1 time per month at a maximum of $10 per person.

- Journal Clubs - Food may be provided no more frequently than 1 time per month at a maximum of $10 per person.

- Thesis or Dissertation Defense Celebrations - Food may be provided at a maximum of $10 per person.

- Employee Appreciation Functions:
  - Holiday event as specified by the University
  - Maximum of 2 other events per Fiscal Year at a maximum of $20 per person

- Hosting meals while traveling on University business - Department must certify that, other than host’s official function reimbursement, no UTH attendees request meal reimbursement on their Travel Expense Worksheet (TEW) for that particular meal: $15-Breakfast; $30-Lunch; $60-Dinner.

- Functions specifically covered by grants or other project funding

- CME conference functions funded entirely through registration fees and/or other external sources

III. Food Expenses May Be Allowed on a Case-by-Case basis – Justification and Dean’s Office Pre-Approval Required

- Welcome/Farewell Functions on- or off-campus (faculty, staff, residents, and students) – Justification should include a moderate budget

- Retirement Receptions - Request should include a moderate budget

- Departmental Retreats (on-campus or off-campus) - Justification should include a moderate budget

- In-House Lunches for Committees or Working Groups - Generally not allowed; if extraordinary circumstances exist, justification and moderate budget will be evaluated on a case-by-case basis

- Graduation Gifts (e.g., for chief residents) - Justification should include a moderate budget

- Seminar Receptions only for named lectureships with specific funding - Request should include a moderate budget

- Grand Rounds only with private funds obtained specifically for this purpose, e.g., educational foundation support - Include a moderate budget

- Named Lectureship or Senior Leadership/Chair Recruitment: $90-Dinner (NEW AS OF 9-22-2016)

IV. Food Expenses NOT Allowed

- Employee Appreciation Gifts and Gift Cards
- Seminar Receptions - see exception noted above
- Grand Rounds- see exception noted above