FY17 Holiday Official Functions - Guidelines

The following practices will be in effect for all FY17 Holiday Events as directed by the University.

Event Guidelines

• Each department/area may spend up to $20 per employee, including residents, inclusive of all events sponsored by the department/area.
  o We will not reimburse duplicative events with the same invitees. Thus, the maximum funding allowable for holiday events within a department/area is $20 X the number of employees plus residents.
• The intent is to have events primarily for employees and residents, rather than other guests.
  o Therefore, we would suggest that events be only for employees and residents or that guest attendees be funded through personal funds.
  o Feel free to add details to the prior approval forms about number of guests vs. number for whom reimbursement will be requested.

Official Function Form

• Requests for official functions for holiday events should include a certification from the DMO/administrator that the requested event falls within the department/area’s overall $20/employee maximum.
  o To expedite approvals, we ask that the DMO’s/administrators sign the Prior Approval Form for Official Functions with the note “within institutional policy”, so that we will know that functions as submitted are within university guidelines.
  o For example, some departments may opt for one department-wide function while others may have divisional functions in lieu of a departmental one. Having the DMO/administrator certification will keep us from having to backtrack to assure that there are no duplicative functions.

Official Function Form Approval – Updated 11.21.16

• As long as the Holiday Event Official Function is within guidelines, and you include the certification, “within institutional policy” on the form, the DMO may approve the Official Function form and it will not require additional signatures from our office.
• However, if your events exceed $2,500, in addition to the DMOs approval, the form will also have to be submitted to our office, as well as forwarded to the COO/CFO for approval.
• Additionally, if you plan to serve alcohol, keep in mind that the Permission to Serve Alcohol form will require Dean’s level approval and COO/CFO approval. When you send the Alcohol forms to our office, please also include a copy of the DMO-approved Official Function form.

Contact

Please contact The Office of Administration for more information and guidance on how to carry out this procedure.

Phone Number: 713-500-5020
Room Number: MSB G.420