Subject: MMS Official Function Guidelines effective 6/1/19

Though we continue to pledge our support to the University’s directive for cost containment to responsibly steward University funds, we have obtained approval to reinstate some intra-UTH official function activities, with limited frequency and limited per person maximum amounts. These events will no longer require the CCAE form nor be restricted by funding source, provided that the expense is allowable on the funding source being utilized.

Effective 6/1/19, please review and refer to the modified MMS Official Function Guidelines on our website. The most notable revision is food/meals being allowable at intra-UTH events such as:
- faculty meetings
- lab meetings
- journal club meetings
- thesis or dissertation receptions
- employee appreciation events

DMOs will be responsible for ensuring the allowed frequency/per person limits are adhered to and will be authorized to approve the Prior Approval for Official Function form (OFF), on behalf of the Dean’s office, provided the above stated events do not deviate from the modified guidelines including frequency and per person limits. Any exceptions to the frequency and per person limits will require a detailed justification/budget and will require both DMO and Dean’s level review and approval.

Please adhere to all of the new rules and regulations as stated in HOOP 9 - Alcoholic Beverages. Keep in mind that alcohol may not be served at educational events such as journal club meetings, lab/faculty meetings, etc. As in prior years, food at Grand Rounds lectures will not be allowed under these guidelines.

Until we receive further direction from the university, holiday events utilizing university resources also are not allowed.

The following intra-UTH events will also no longer require the CCAE form nor be restricted by funding source, but will require Dean’s level review and approval on a case-by-case basis. When submitting to our office for Dean’s level review and approval, please include the Prior Approval for Official Function form (OFF) complete with DMO approval, and a detailed justification/ moderate budget.
- welcome/farewell receptions
- retirement receptions
- departmental retreats
- in-house lunches for committees or working groups
- hosting meals while travelling on University business

Please contact our team with any questions regarding this change or official functions at: 713-500-5020 or OAFA@uth.tmc.edu

Thanks,
Nancy

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