McGovern Medical School (MMS) Official Functions Guidelines
Effective 07/25/2022

I. General

• The approval/disapproval of functions is independent of whether expenses are employee reimbursements, direct-billed by vendor to the University, or funded through non-university sources. If it is a university function, the Prior Approval for Official Functions Form (OFF) must be processed and approved prior to the event.
• University Official Function forms should be routed and approved in advance of the event and prior to invitations being distributed.
• If events are to be completely self-funded by UTHealth Houston employees or by other external sources, all applicable approvals, including the OFF and Permission to Serve Alcoholic Beverages form requires pre-approval by both the Dean (through Oafa) and the Vice President of Enterprise Risk Management (ERM). Please see guidelines on obtaining ERM approval.
• Official Functions >$2,500 require pre-approvals by both the Dean (through Oafa) and the COO/CFO. Please see guidelines on obtaining COO/CFO approval.
• Departments are responsible for maintaining records of pre-approvals for all events.

II. Food Expenses Allowed

Functions that adhere to the frequency and per person limits indicated below are allowable with DMO prior approval. Any exceptions to the frequency and per person limits require both DMO and Dean’s level review and approval.

• Faculty recruitment:
  - $15-Breakfast - for in-house/on-campus breakfasts
  - $30-Breakfast - for off-campus breakfasts with up to 4 in attendance, including applicant
  - $20-Lunch - for in-house/on-campus lunches
  - $30-Lunch - for off-campus lunches with up to 4 in attendance, including applicant
  - $90-Dinner - maximum of 6 persons in attendance, including applicant

• Non-UTH seminar speakers:
  - $15-Breakfast - for in-house/on-campus breakfasts
  - $30-Breakfast - for off-campus breakfasts with up to 4 in attendance, including applicant
  - $20-Lunch - for in-house/on-campus lunches
  - $30-Lunch - for off-campus lunches with up to 4 in attendance, including speaker
  - $60-Dinner - maximum of 6 persons in attendance, including speaker

• Resident, Fellow or Postdoc recruitment:
  - $15-Breakfast - for in-house/on-campus breakfasts
  - $30-Breakfast - for off-campus breakfasts with up to 4 in attendance, including applicant
  - $20-Lunch - for in-house/on-campus lunches
  - $30-Lunch - for off-campus lunches with 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: $60 per person (includes food, tip, venue, entertainment, decorations, parking, etc.) 🌟 This per person limit does not include graduation gifts, see below under Section III.

• Faculty Meetings - Food may be provided no more frequently than 1 time per month at a maximum of $20 per person.

• Lab Meetings - Food may be provided no more frequently than 1 time per month at a maximum of $15 per person.

• Journal Clubs - Food may be provided no more frequently than 1 time per month at a maximum of $15 per person.

• Thesis or Dissertation Defense Celebrations - Food may be provided at a maximum of $15 per person.

• Employee Appreciation Functions: - Maximum of 2 events per group per Fiscal Year at a maximum of $30 per person
  - Holiday events will be determined on an annual basis by the President and COO as to whether they may be held and any applicable per person maximums.

🌟 University will not reimburse more than 20% gratuity (on food/drink + tax). Please keep in mind that gratuities for “on-campus” functions should be a modest amount dependent on the quantity/type of service provided.

🌟 All prices listed for “on-campus” functions exclude delivery fees. Please keep in mind that delivery fees should be a modest amount dependent on the quantity/type of service provided.

🌟 Any exceptions to these MMS per person event maximums require an exception memo with adequate justification submitted to the Oafa box.
III. Expenses May Be Allowed on a Case-by-Case basis

Functions indicated below require Dean’s level review and approval on a case-by-case basis through OAFA. 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. All approvals must be obtained prior to the event and prior to the distribution of invitations for the event.

- **Retirement Receptions** - Request should include a moderate budget; please indicate the meal being served (lunch, reception, dinner, etc.)
- **Welcome/Farewell Functions for faculty, staff, residents, fellows, postdocs, and students** (on-or-off campus) - Request should include a moderate budget; please indicate the meal being served (lunch, reception, dinner, etc.)
- **Internal Retreats/Workshops** (on-campus or off-campus) - Justification should include a moderate budget, meal break-down, and an agenda. Per university guidelines, $30-Breakfast; $30-Lunch; $60-Dinner. Daily rate limited to $100/day. Anything above this will require prior approval of the COO/CFO.
- **In-House Lunches for Committees or Working Groups** - allowable only for exceptional circumstances which must be specified in a justification memo.
- **Business meals - departmental or individual** – off-campus - $30-breakfast; $30-lunch; $60-dinner.
- **Hosting meals while traveling on University business** - Department must certify that no UTH Houston attendees (except the function host) will request meal reimbursement on their Travel Expense Worksheet (TEW) for that particular meal: $30-Breakfast; $30-Lunch; $60-Dinner
- **Graduation Gifts (e.g., for chief residents)** - Justification should include a moderate budget; $75 is University gift maximum. Exceptions require an exception request memo and must be approved by OAFA and the COO/CFO.
- **Institutional Advancement events** – maximum of $90 per person (net of external support, i.e., sponsorship, ticket sales, etc.) Limit includes all costs specific to the event, e.g., flowers, music, parking, program materials.

**All other events not explicitly listed** - Department must include a detailed description of the function on the OFF including all relevant function details and a moderate proposed budget.

**Office of Administration and Faculty Affairs (OAFA) Contact Information**

Phone: 713-500-5020
Email: OAFA@uth.tmc.edu

To submit an Official Function Form for Dean's Approval, please submit the form complete with DMO approval via email to OAFA@uth.tmc.edu