

ENTERTAINMENT EXPENSE DOCUMENTATION FORM

Date of Event

Department

Cost

Budget Number

Business Purpose / Benefit

Names of all FMU employees or group name

Identification of Guests by Individual or Group Name

<input type="text"/>	<input type="text"/>
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Approval

 Department Head

If requesting reimbursement, attach receipt(s) here.

Payee:

If State Procurement Card Transaction, attach copy of receipt and include the following:

Merchant:

Cardholder:

Statement Date:

See back for Sodexo Special Event Order Form

INSTRUCTIONS AND GUIDELINES FOR ENTERTAINMENT

Sodexo events: Forward completed form (front and back) to dining services

Personal reimbursement: Forward completed form (front only) with receipt(s) attached to Purchasing

Vendor payments: Forward completed form (front only) and requisition to Purchasing

State procurement card: Forward completed form (front only) and copy of receipt(s) to Purchasing. Retain original receipt with liaison.

Allowable functions from Educational and General funds (1 funds):

E3840 Student Functions and Events

Commencement

Student orientation activities, training and recognition functions

Recognition of students

One event for each Honors and Freshmen Seminar class per semester

Recruitment of students

E3841 Employee Functions and Events

Employee orientation activities, training and recognition functions

E3842 Business Meals and Entertainment

Entertainment or recognition of donors or prospective donors

Business meetings with non-university personnel

Board of Trustees/Board of Trustees Committee meetings

Search committees

Official Presidential entertainment or entertainment in the interest of the University

Allowable functions from Designated, Student Activity, and Private Funds (3 & 4 funds):

E3840 Student Functions and Events

Student activities

Athletic activities

E3841 Employee Functions and Events

Business meetings with other departmental personnel

Catered employee recognition and special occasion functions

Catered staff meetings

Per diem expenditures in excess of State Travel Regulations

Any functions allowed from Educational and General (1 funds)

The following rules and conditions apply:

Functions held on campus must be catered by University Dining Services with the exception of search committees and President entertainment or those functions self-catered with a total cost less than \$250.00. Catering for functions not held on campus, which utilize state funding, must be procured in accordance with South Carolina Procurement Code.