

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

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Approval _____
Department Head

Date

If requesting reimbursement, attach receipt(s) here.

Payee Signature

Print Name

Mail check to

Date

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

Merchant:

Cardholder:

Statement Date:

INSTRUCTIONS AND GUIDELINES FOR ENTERTAINMENT

Personal reimbursement: Forward completed form (front only) with receipt(s) attached to Lauren LeMaster at llemaster@fmarion.edu.

Vendor payments: Forward completed form (front only) and requisition to Lauren LeMaster at llemaster@fmarion.edu.

State Procurement Card: Forward completed form (front only) and copy of receipt(s) to Lauren LeMaster at llemaster@fmarion.edu.

Retain original receipt with liaison.

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

81016 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

81010 Employee Functions and Events

- Employee orientation activities, training and recognition functions

81007 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):

81016 Student Functions and Events

- Student Activities
- Athletic activities

81010 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)