

# 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

--	--

Approval \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

If requesting reimbursement, attach receipt(s) here.

Payee

Print Name

Address

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 Shayla Campbell at scampbell@fmarion.edu.

Vendor payments: Forward completed form (front only) and requisition to Shayla Campbell at scampbell@fmarion.edu.

State Procurement Card: Forward completed form (front only) and copy of receipt(s) to Shayla Campbell at scampbell@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)**