

SUBJECT:	Exception Request to UF Policy on Business Entertainment	CREATED:	5/8/2023
CATEGORY:	Fiscal	REVISED:	
		APPROVED:	
		EFFECTIVE:	7/1/2023

PURPOSE: Ensure exceptions to the policy are timely and adequately requested with appropriate level of justification to university authorized administration for approval.

STANDARD Exceptions to the limits or other requirements in this policy (see applicable limits table below) require documented justification and approval by the dean or vice president. Official delegates may **not** approve these exceptions. Exceptions for the department chairs, deans and vice presidents require additional higher-level approval. The intent or purpose of an event should support or advances the goals, objectives, and mission of the University; the expense must be a necessary, reasonable, and appropriate business expense for the University. Every expenditure transaction must be supported by a bona-fide business purpose. All request should be well-documented, accompanied with a clear business purpose, (agenda if applicable to policy), compliant with relevant restrictions applicable to the fund type, cost per person to host the event including attendee list. Request of approval to an exception of the policy should be submitted to both Associate Director of Finance and Executive Director of Administration and Finance no later than two weeks prior to event.

Entertainment Policy

<https://www.fa.ufl.edu/directives/entertainment/>

BUSINESS MEALS, UNIVERSITY FUNCTIONS & ENTERTAINMENT

	Business Meals	University Functions	Entertainment
Meal Limit Per Person ⁽¹⁾	B:\$25/L:\$40/D:\$75	\$60 ⁽²⁾	\$75
Alcohol Permitted	No	30%	30%
Gratuity Limit ^(before tax)	20%	20%	20%
Agenda Required	Yes	Yes (for retreat)	No
Attendee List	Yes	Yes	Yes

⁽¹⁾ Excludes tax & gratuity

⁽²⁾ \$60 maximum for food and drinks; separate \$40 maximum for venue rental & associated expenses

Example:

- **A department is hosting a department faculty and alumni event (dinner) thus meets classification as Entertainment. The total dinner per person is expected to be approximately \$93 per person after tax/tip, however the university policy stipulates entertainment in total should not exceed \$75 per person after tax/tip. This results in an overage of \$18 or exception that requires authorization of the Dean.**

The above standard will be applicable to all of College of Pharmacy departments, faculty, and staff regardless of color of money proposed for use.