

ENTERTAINMENT OF STUDENTS BY FACULTY

From time to time, a member of the faculty may wish to entertain students as part of an authorized academic program or academic activity. For reimbursement of expenses for such events, the faculty member first must seek approval for the entertainment prior to incurring the expenses, submit a brief rationale for the entertainment and its relationship to the academic program, and submit an estimated budget for the entertainment. In general, requests should not exceed \$75.00. Faculty requests should be submitted to the appropriate department chair and/or respective dean for funds allocated in departmental and/or college budgets. Department chairs should submit their requests to their respective dean. Approval of expenses will be contingent on available resources. Food must be ordered through Aramark Dining Services. Under no circumstances should alcohol be served when entertaining students as part of an academic program or academic activity.