USE OF INSTITUTIONAL FUNDS FOR THE ENTERTAINMENT OF FACULTY

From time to time, a department chair or program director may wish to entertain department faculty as part of a faculty development effort or other authorized academic program initiative. For reimbursement of expenses for such purposes, the dean must first approve the activity along with the budget for the event. Approval of expenses will be contingent on available resources. Such events should be held on campus and food should be provided through Aramark Dining Services. Typically, reimbursement will not be approved for departmental or faculty meetings which are held in restaurants or other off campus establishments. In no situation will reimbursement be approved for alcohol.