

McGovern Medical School (MMS) Official Functions Guidelines

Effective 11/01/2021

I. General

- The approval/disapproval of functions is independent of whether expenses are employee reimbursements, direct-billed by vendor to the University, or funded through non-university sources. If it is a university function, the [Prior Approval Form for Official Functions Form \(OFF\)](#) must be processed and approved prior to the event.
- University Official Function forms should be routed and approved in **advance** of the event and **prior** to invitations being distributed.
- If events are to be completely self-funded by UTH health employees or by other external sources, all applicable approvals, including the OFF and Permission to Serve Alcoholic Beverages (attendees >10), must still be obtained. The [Permission to Serve Alcoholic Beverages form](#) requires pre-approval by both the Dean (through [OFAA](#)) and the Vice President of Enterprise Risk Management.
- Development efforts are not included in these guidelines and will be considered separately on a case-by-case basis.
- Official Functions >\$2,500 require pre-approvals by both the Dean (through OFAA) and the CFO.
- Departments are responsible for maintaining records of pre-approvals for all events.

II. Food Expenses Allowed

Functions that adhere to the frequency and per person limits indicated below are allowable with DMO prior approval. Any exceptions to the frequency and per person limits require both DMO and Dean's level review and approval.

- **Faculty recruitment:**
 - \$15-Breakfast
 - \$15-Lunch - for in-house/on-campus lunches [includes delivery fees]
 - \$30-Lunch - for off-campus lunches of up to 4 in attendance, including applicant
 - \$90-Dinner - maximum of 6 persons in attendance, including applicant
- **Non-UTH seminar speakers:**
 - \$15-Breakfast
 - \$15-Lunch - for in-house/on-campus lunches [includes delivery fees]
 - \$30-Lunch - for off-campus lunches of up to 4 in attendance, including speaker
 - \$60-Dinner - maximum of 6 persons in attendance, including speaker
- **Resident, Fellow or Postdoc recruitment:**
 - \$15-Breakfast
 - \$15-Lunch - for in-house/on-campus lunches [includes delivery fees]
 - \$30-Lunch - for off-campus lunches of up to 4 in attendance, including applicant
 - \$30-Dinner - for groups of 5 or more
 - \$50-Dinner - maximum of 4 persons in attendance, including applicant
- **Graduation** events for Residents or Fellows: **\$50 per person** (includes food, tip, venue, entertainment, decorations, etc.) ☆ This per person limit does not include graduation gifts, see below under Section III.
- **Faculty Meetings** - Food may be provided no more frequently than 1 time per month at a maximum of \$10 per person.
- **Lab Meetings** - Food may be provided no more frequently than 1 time per month at a maximum of \$10 per person.
- **Journal Clubs** - Food may be provided no more frequently than 1 time per month at a maximum of \$10 per person.
- **Thesis or Dissertation Defense Celebrations** - Food may be provided at a maximum of \$10 per person.
- **Employee Appreciation Functions:**
 - Holiday event as specified by the University
 - Maximum of 2 other events per Fiscal Year at a maximum of \$20 per person

☆ University will not reimburse more than **20% gratuity** (on food/drink + tax).

☆ Any exceptions to these MMS per person event maximums require an exception memo with adequate justification submitted to the OFAA box.

III. Expenses May Be Allowed on a Case-by-Case basis

Functions indicated below require Dean's level review and approval on a case-by-case basis through OFAA. When submitting to our office for Dean's level review and approval, please include the **Prior Approval for Official Function form (OFF)** complete with DMO approval, and a detailed justification/moderate budget.

- **Welcome/Farewell Functions** on- or off-campus (faculty, staff, residents, fellows, postdocs, and students)
- **Retirement Receptions** - Request should include a moderate budget; please indicate the meal being served (lunch, reception, dinner, etc.)
- **Departmental Retreats** (on-campus or off-campus) - Justification should include a moderate budget, meal break-down, and an agenda
- **In-House Lunches for Committees or Working Groups** - allowable only for extraordinary circumstances which must be specified in a justification memo
- **Hosting meals while traveling on University business** - Department must certify that no UTH attendees (except the function host) will request meal reimbursement on their Travel Expense Worksheet (TEW) for that particular meal: \$15-Breakfast; \$30-Lunch; \$60-Dinner

- **Graduation Gifts (e.g., for chief residents)** - Justification should include a moderate budget; \$75 is University gift maximum. Exceptions require an exception request memo and must be approved by OAFA and the CFO.

All other events not explicitly listed - Department must include a detailed description of the function on the OFF including all relevant function details and a moderate proposed budget.

Office of Administration and Faculty Affairs (OAFA) Contact Information

Phone: 713-500-5020

Email: OAFA@uth.tmc.edu

To submit an Official Function Form for Dean's Approval, please submit the form complete with DMO approval via email to OAFA@uth.tmc.edu