

## McCormick Entertainment Guidelines

A crucial aspect of education and research is to develop and nurture a collaborative, interactive environment within the greater community. To this end, faculty, staff and students occasionally gather for informal get-togethers such as seminars, team-building meetings, reviews, networking opportunities, or for planned events such as holiday parties and graduation celebrations. Often these gatherings involve light refreshments or a formal meal. Event planners should consider the cost-benefit of hosting events on campus rather than at outside venues, especially when alcohol is involved.

The University maintains guidelines to address the maximum cost per person limits when planning events to entertain University personnel or guests with the intent of prudent and appropriate stewardship of University resources, regardless of their source. The University relies upon individual judgment at all levels of the organization in determining whether entertainment expenses are necessary and reasonable. It is important to note that funds expended for entertainment are resources unavailable for other important purposes within a department, program, center or office.

These guidelines do not supersede existing University policies. They do provide further specificity for categories that are otherwise undefined in the University's policy. Should there be an expense that is projecting to be over the maximum guidelines, an [exception request form](#) is required. Please note that submission of the form should not assume approval. Exceptions will be reviewed on a case by case basis and in some cases may be denied if the expense is not justified and in accordance with University intent for such expenditures.

**Note: All listed per person limits include tax, tip and facility charges.**

Entertainment Category	NU Policy	McCormick Maximum Cost Per Person Guideline
Faculty/Staff Meals	Not allowed; it is the policy expectation that each employee will pay for their own meal if discussing University business while "in town"	Follow NU Policy
Student/Researcher Refreshments & Lunches <i>(should occur no more than once or possibly twice per month)</i>	Purchase of food on a continual basis for employees or students is unallowable	\$1 - \$4 per person for refreshments or \$5 - \$10 per person for informal lunch (McCormick Policy 4/2/14)
Department Meeting Refreshments & Lunches <i>(monthly or quarterly intervals)</i>	\$8 - \$10 per person for lunch and other refreshments are to be kept to a minimum	Follow NU Policy
Annual Holiday/Appreciation Parties <i>(maximum 2 events total per year per unit)</i>	\$27 per person; includes facility charges; does not include additional guests such as spouses	Follow NU Policy
Graduate Student Recruitment Events	No specific guidance	\$40 per person
Graduation Reception Events	No specific guidance	\$40 per person
Hosted Seminar Meeting Refreshments & Lunches	No specific guidance	\$1 - \$4 per person for refreshments or \$5 - \$10 per person for informal lunch (McCormick Policy 4/2/14)
Hosted Conference Reception	No specific guidance	\$65 per person for sit-down dinners; less for buffets and receptions
Speaker/Visitor Dinners	\$65 per person; limit to 3 NU attendees for every 1 non-NU attendee	Follow NU Policy
Faculty Recruitment Dinner	\$90 per person; limit to 3 NU attendees for every 1 non-NU attendee	Follow NU Policy
Annual Department Faculty Retreat	No specific guidance	\$65 per person for sit-down dinners; less for buffets and receptions