Arts & Sciences Entertainment Policy

This policy is in addition to the Administrative Information Systems Entertainment Policy.

Both policies should be followed when you are asked to entertain on behalf of your department.

We have established limits on each person in order to keep costs under control. The limit for lunch has recently been increased to $30 per person; the limit for dinner to $75 per person. If expenses exceed this amount the hosts should arrange to share the overage. We would also like the number of Washington University representatives limited to six. Please submit entertainment check requests to our office using the Arts & Sciences entertainment reimbursement form.

The Internal Revenue Service regulations call for adequate supporting information with requests for reimbursement. Such requests should include:

1. Receipts for the expense
2. Date, place and purpose of entertainment
3. Persons in attendance, including names if total is 13 or less.

Please find the appropriate entertainment reimbursement form on the following page.
Washington University
Arts & Sciences
Entertainment Reimbursement Form

Department:________________________________________________

Reimburse:_________________________________________________

Date of Entertainment:_____________________________________

Place of Entertainment:____________________________________

Purpose:___________________________________________________

names of participants | affiliation | assessment of participants (if applicable)
--- | --- | ---
1. | | 
2. | | 
3. | | 
4. | | 
5. | | 
6. | | 
7. | | 
8. | | 
9. | | 
10. | | 
11. | | 
12. | | 
13. | | 

assessment total: ____________

restaurant tab: ____________

minus assessment total: ____________

amount chargeable to department account: ____________

per person cost: ____________

Department Chair Approval:__________________________

Prepared by:_______________________________________