

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 72.16, **Official Functions, Business Meetings, and Entertainment**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish rules for expenditures for official functions, business meetings, and entertainment. It follows the tax rules set forth by the Internal Revenue Service (IRS) (see IRS Publication 463 for more information). In the event that the IRS rules change or there is a discrepancy between this HSC OP and the IRS, any rules set forth by the IRS which are more restrictive than this HSC OP will prevail.

REVIEW: This HSC OP will be reviewed on January 15 of each odd numbered year (ONY) by the Managing Director of Procurement Services and the Managing Director of Payroll and Tax Services, with recommendations for revisions forwarded to the Executive Vice President for Fil-1En1 Tf-0.008 Tc 0.135 T.y8.3 he M Scuf

Gift certificates cannot be purchased to distribute to employees that go to a supermarket to purchase a ham or turkey. Departments must coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business with a vendor voucher. Departments are allowed to provide the meal or the hams/turkeys, but **not** both at the expense of the institution. The maximum cost for hams/turkeys is \$35 each. This limitation is not intended to be interpreted that each employee must receive a value of \$35.

- (3) Resident graduation events may be paid for with local institutional funds only. The expenditure for the food is limited to a total cost not to exceed \$35, not including tax and tips, per employee or \$70, not including tax and tips, for employee and spouse/guest.
- (4) ur4

