

**Excerpts from NU Entertainment & Travel Policies  
For Quick Reference Within Weinberg (updated 6/16/2011)**

The University entertainment & courtesy policy is based upon a shared understanding that entertainment & courtesy expenses are permissible when clearly required to advance the academic mission of the University. Entertainment is defined as the provision of meals, activities, or events whose purpose is to promote and further the educational mission of the University...

...The policies and procedures herein apply to all sources of funds, including gifts, endowment income, sponsored programs, designated income, released funds, and University appropriations. More restrictive policies and procedures may apply to certain sources of funds....

**In-Town Meals:**

- In-town meal reimbursement is allowable if there is a legitimate business purpose involving non-University personnel. The inclusion of University employees should be moderated as much as possible (e.g. no more than 2-3 other employees in attendance)....
- The recommended standard for reimbursement for dinners hosted by faculty or staff members for University guests is \$65 per person (including tax & tip)....
- With the approval of the appropriate Dean or Vice President, in special recruiting circumstances for vice presidents, deans, department heads and tenure line faculty, the maximum recommended standard for dinner reimbursement is \$90 per person (including tax and tip)....

**Refreshments and Events:**

- Modest refreshments at department wide meetings are allowable at either monthly or quarterly intervals...
- Annual holiday parties are allowable if they are reasonable in scope, with only one party per department, school, or unit, supported by unit funds. The current standard for maximum cost per person is \$27...
- One general appreciation party or event during an academic year for staff, faculty, or students is also acceptable. Schools or units may establish per person guidelines consistent with the available resources, but should not exceed the guideline established for holiday events (\$27/person)...
- Events to recognize retirement of University employees, when authorized by a Dean or the senior area administrative officer are allowable...
- Retreats to analyze school or unit issues are allowable if approved in advance by the most senior officer (Provost, Vice-President, or Dean). Ideally, such meetings should be held on campus...
- Purchase of food on a continual basis for employees or students is unallowable...
- The cost of alcoholic beverages is prohibited on all sponsored projects and should be discouraged in all settings...

The full texts of Northwestern University's Entertainment & Courtesy Policy and Procedures and Travel Policy and Procedures are available at:

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/entertainment.pdf>  
<http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>

## **Weinberg Interpretations & Clarifications Related to NU Entertainment & Travel Policies (updated 6/16/2011)**

These policies assume that the department/program or faculty member has adequate financial resources in a University account to fund the event. Any event that exceeds the NU policies requires an exception approved by the Weinberg Dean's Office. An exception should be requested in advance, if an individual wishes to ensure reimbursement.

### Meals for Faculty Recruiting and External Speaker Entertainment:

In cases with significant interdisciplinary objectives, up to 5 employees plus the guest are allowable at meals, as compared to the University's standard of 2-3 employees plus the guest.

### Speaker Entertainment:

-For speakers from within Northwestern, it is appropriate to host a light on-campus reception, but not an external meal. As an exception, faculty speakers coming to the Evanston campus from the NU Medical or Law School on the Chicago campus may be entertained in the same way as a speaker from outside Northwestern.

-For speakers from outside Northwestern, it is appropriate to host a light on-campus reception for the larger audience and to host an external meal consistent with University guidelines for meals. Within Weinberg, departments/programs may choose to invite a larger group of faculty and graduate students to an external meal with a speaker from outside Northwestern provided that the total cost of the event is kept to under \$260, e.g. 4 people x \$65/person.

-For conferences held at Northwestern which are substantially supported by external funding or external participant fees, all conference participants may be included in meals. For conferences supported largely with University resources, the ratio of Northwestern faculty to external presenters at meals should not exceed 3 to 1.

### Undergraduate Students:

-Departments/Programs are encouraged to create community building amongst faculty and undergraduate students by planning activities either on- or off-campus, outside of class time. Events that extend the learning experience outside of class time are allowable for (a) majors/minors in a department/program up to once per month and (b) students in a specific class up to once per quarter. Faculty members must be present and activities should be of modest cost. Food during class will not be reimbursed and neither will end-of-quarter parties during class time.

### Graduate Students:

-Departments/Programs are encouraged to create community building amongst faculty and graduate students by planning up to one event per month. Large research lab communities, including a group of graduate students, may plan up to one event per quarter. These events should be of modest cost, extend the learning experience, and typically include faculty members.

-Graduate student recruiting events in restaurants/bars that implicitly encourage extended consumption of alcohol are not appropriate because they may not foster a welcoming environment for all potential students and may not reflect well on the University. The ratio of food to alcohol at all events should be reasonable.

-Faculty members are encouraged to build a positive relationship with their teaching assistants. To further this purpose, it is reimbursable for faculty to take their teaching assistant(s) out for lunch up to one time per quarter that they are actively serving as a teaching assistant.

### Travel:

Per diems are permissible for meals and incidental expenses (M&I) for authorized business travel, and do not require prior Dean's Office approval when charged to non-sponsored fund. Faculty on leave of absence should consult with the Dean's Office about allowable travel expenses as they are applying for the leave.