

Event	FCS Guidelines	Comments/approvals needed
Summer picnic / Holiday Party/ Other	For all departments - \$90.00 (max) per employee per year for all events. (this can be split it up in different ways but can not exceed \$90.00 including event costs). This dollar value is per employee. If you choose to invite others, they must be covered by the employee funding. Gifts/Give Aways/Door prizes - soliciting vendors for gift cards, wine, door prizes, etc. are not allowed. These are considered gifts by the University and fall under Policy 3.1 Fundraising which is restricted.	Department budgets determine \$\$ pp AVP/Senior Director Must Approve FCS Employee event form must be routed to VP Rick Burgess for approval for events over \$500. Please attach approval when purchase is processed.
Retirement	University policy 3.14 business expenses for gift - Gift worth \$10.00 for each year of service. Guidelines for event - Between 10 -15 years of service and minimal impact/reach across the University - \$500; Between 15-20 years of service and medium impact/reach across the University - \$800; Over 20 years of service and significant impact across the University \$1,000-\$2,000.	Please note: this is for food and space rental of venue.**This could be different based on employees reach during their tenure. AVP/Senior Director Must Approve. FCS Employee event form must be routed to VP Rick Burgess for approval for events over \$500. Please attach approval when purchase is processed. Please attach approval when purchase is processed.
Years of Service gift	University recognizes years of service after 20 years. Others years are not department sponsored.	
Leaving the University	Normally not a department sponsored event. If the employee's impact across the campus is significant, there may be a small lunch/reception.	AVP/Senior Director Must Approve. Please attach approval when purchase is processed
Leaving the division	Normally not a department sponsored event. If the employee's impact across the campus is significant, there may be a small lunch/reception.	AVP/Senior Director Must Approve. Please attach approval when purchase is processed
Employee hospitalization	University Policy 3.14 - flowers or equivalent donation for hospitalization for serious illness/injury of employee. \$100.00	Policy 3.14 Flowers or equivalent donations. Increased to \$100. No written approval needed, please inform immediate supervisor before making the purchase
Funerals	University Policy 3.14 - flowers or equivalent donation for death of an immediate family member. \$100.00	Policy 3.14 Flowers or equivalent donations. Increased to \$100. No written approval needed, please inform immediate supervisor before making the purchase
University Employee days	May buy tickets for employee and immediate family	FCS wide message will be announced prior to event.
Celebrations for projects	University Policy 3.14 - Units may provide lunch/reception for team in recognition of a significant project	Prior discussion with VP required Please attach approval when purchase is processed
Bonuses	Special cases for performance or completion of complex project	Prior discussion with VP required Please use the bonus approval form
Retreats	University Policy 3.14 - One retreat per year for department leadership. Budget will cover food, guest speakers, videos. No entertainment. This is for strategic planning.	Review with finance managers regarding spend AVP/Senior Director Must Approve. FCS Employee event form must be routed to VP Rick Burgess for approval for events over \$500. Please attach approval when purchase is processed.
Training/Travel/Conferences	University Policy 3.2 - For required training/travel/conferences over \$500, approval is required.	AVP/Senior Director Must Approve. FCS Training/Travel form must be routed to VP Rick Burgess for approval over \$500. Please attach approval when purchase is processed.