

Knoxville Campus Policy: FI0715-K Entertainment, Group Arranged Events, Food and Housing Purchases of UT Sponsored Conferences and Seminars	
Version 3	Effective Date: 09/10/2021

Office of Budget and Finance

Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars – Fiscal Policy FI0715

OBJECTIVE:

The objective of Fiscal Policy FI0715-Entertainment is to provide policies and procedures on the payment and reimbursement of entertainment expenses. The policy outlines situations where it is appropriate for entertainment expenses to be paid by the university.

In addition to the policies outlined in Fiscal Policy FI0715, the Knoxville campus requires **Central Prior Approval** for entertainment expenses if cost per person is more than \$100 or P-card entertainment purchases exceeding \$1,000 but less than \$10,000 (please indicate in the purpose box if using P-card for payment). Click the link below to complete the form.

[UTK – Budget and Finance | Form Central](#)

Questions regarding the supplemental policy on Entertainment should be directed to the Vice Chancellor for Finance and Administration 865-974-4204.