

Knoxville Campus Policy: FI0715-K Entertainment, Group Arranged Events, Food and Housing Purchases of UT Sponsored Conferences and Seminars	
Version 4	Effective Date: 01/29/2025

Objective

This procedure states the UT Knoxville's thresholds for approval under the System Fiscal Policy FI0715—Entertainment and Group-Arranged Events; Retirement Receptions.

Scope

This procedure applies to all UT Knoxville employees.

Procedure

- I. Per-event threshold:
 - A. Department heads may approve expenses for Group-Arranged Events or Entertainment up to \$9,999.99.
 - B. Group-Arranged Events and Entertainment valued at \$10,000 or more fall under FI0405—Procurement and FI0420—Contracts. Chief Business Officer or designee approval will be obtained through invoice routing in the Enterprise Resource Planning System (ERP) when \$10,000 or greater.
 - C. Departments must comply with FI0405—Procurement and FI0420—Contracts at all times, even for events under \$10,000.
 - D. Gift funds should be used when applicable.
- II. Per-person:
 - A. UT Knoxville does not have a per-person limit.

Penalties/Disciplinary Action for Non-Compliance

Failure to comply may impact participation in future events.

Responsible Official & Additional Contacts

This Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

Subject Matter	Office Name	Telephone Number	Email/Web Address
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Policy Clarification and Interpretation	AVC, F&A	(865) 974-1000	avcfinadmin.utk.edu
Policy Training	AVC, F&A	(865) 974-1000	avcfinadmin.utk.edu

Related Policies/Guidance Documents

FI0715 - Entertainment and Group-Arranged Events; Retirement Receptions