

System-wide Policy: FI0720 - Retirement Receptions	
Version: 7	Effective Date: 07/20/2018

FI0720 – Retirement Events

Topics:

General Policies	Approvals
Procedures	Related Policies

Objective:

To provide guidance for events held for retirees.

Policy:

General Policies

1. Departments may spend up to \$1,000 in unrestricted university funds for a retirement reception when an employee retires. The maximum amount spent on a reception may not exceed \$1,000, whether from one or several university cost centers or WBS elements. If multiple retirees are honored at one event, the \$1,000 maximum amount applies to each retiree. Retirement receptions are considered an entertainment expense (see [FI0715 - Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars](#) for details).
2. Receptions may include refreshments or meals. A retirement luncheon or dinner is allowed. Expenses may include gratuities, invitations, paper products, etc.
3. According to [HR0120 - Employment of University and State of Tennessee Retired Employees](#) an employee must meet one of the following to be considered a retiree:
 - a. Age 60 with at least 5 years of service
 - b. Age 55 with at least 10 years of service, or
 - c. Any age with 25 years of service, or
 - d. The retirement requirements set for participants in a federal retirement plan (CSRS and FERS members only).

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4. Gifts for retiring employees may not be purchased with university funds (including restricted and unrestricted funds), and university funds may not be used to make a charitable donation or for other purposes in lieu of a reception. Gifts may be purchased with funds donated by faculty, staff, or others.

Approvals

5. Department heads may approve the use of unrestricted funds for a retirement reception up to \$1,000. Exceptions to this policy must be obtained from the entities' chief business officer or designee.

PROCEDURES:

Knoxville:	budget.utk.edu/fiscal-policy/
Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?!ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Institute of Agriculture	ag.tennessee.edu/Pages/UTIApolicies.aspx
Martin:	utm.edu/departments/finadmin/procedures.php

FOR MORE INFORMATION:

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Related Policies: [FI0715 - Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars](#)