

**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

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AP - 11.1  
Effective Date: 1/12/82

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**SUBJECT:** Use of University Funds for Entertainment

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**PURPOSE**

To set forth a uniform policy for the payment of entertainment charges.

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**DEFINITIONS**

Entertainment expenses are those expenses for entertainment which serve the best interests of the University.

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**GENERAL POLICY**

Entertainment charges may never be made against departmental budgets. The University has a very small General Entertainment budget against which all entertainment charges must be made. Prudence and restraint must be exercised in the expenditure of monies for entertainment.

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**AUTHORITY**

The authority for the issuance of AP 11.1 is PM-25 of the LSU System.

This AP supercedes M-4, which is rescinded.

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**PROCEDURE**

1. Sufficiently in advance to permit orderly processing, the department will submit a request by memorandum in quadruplicate through the proper channels to the Office of the Chancellor, stating (1) purpose; (2) name, title, and institutional affiliation of person(s) for whom entertainment is planned; (3) place; (4) date and time; (5) number of persons; (6) cost per person; and (7) estimated total cost.

2. After action by the Office of the Chancellor, one copy will be transmitted by the Office of the Chancellor to the service unit concerned, which will proceed according to the approved request. One copy of the approved request will be sent by the Office of the Chancellor to Office of Business Administration.

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Leon J. Richelle  
Chancellor

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