



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of the President

**Policy No:** AP-OP-02.2  
**TITLE:** Use of University Funds for Entertainment  
**EFFECTIVE DATE:** February 7, 20148  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

#### PURPOSE

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

#### AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.  
University of Louisiana System Policy and Procedure Memorandum IA-V.-1 (Entertainment Expenses  
Relating to Athletic Events).*

#### DEFINITIONS

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

#### 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.

#### PROCEDURE

1. Sufficiently in advance to permit orderly processing, the department will submit a request by memorandum through the proper channels to the Office of the President, 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 President, a copy will be transmitted by the Office of the President 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 President to Office of Business Affairs.

A handwritten signature in blue ink, appearing to read 'JWN', is located in the upper left quadrant of the page.

John W. Nicklow  
President  
University of New Orleans

\*Policy Updates:  
Revisions: 7/18/2016