**Subject:** Dept. of Psychiatry: FY22 – 23 UF policy on Business Entertainment related to hosted business meals, University functions, and entertainment.

**Dear Psychiatry Faculty & Staff**

Attached you will find the UF policy on Business Entertainment expenses and the Notification of Catered/Meeting Activity form that is to be sent to the fiscal office when placing orders. Please review the policy; we have highlighted the areas of importance. Below are a few important guidelines

* Tipping is not to exceed 15% of the food purchase (less tax)
* List of attendees, itemized receipt, and a clear business purpose is required
* When multiple employees from the hosting department or unit are present, the most senior position from the hosting department must pay
* Expense reimbursements that are not submitted and approved within 60 days, will ultimately be included in the employee’s annual W-2 as taxable income.

If you have any questions, please contact:

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