

## **LUMS Entertainment Policy**

---

### **Principles:**

The objectives of the Entertainment Policy are to:

- Guide decision-making in relation to the planning, approval and payment of reasonable entertainment expenses while complying with legal obligations and policy commitments. The purpose of all expenses should be business-related and not personal.
- Given the mission of the University, and as custodians of educational funds and philanthropic donations, to ensure that wastefulness and excess is avoided.
- Ensure reasonable and legitimate use of funds provided by sponsors and donors in line with the University's fiduciary responsibility as a charitable institution.

### **Scope:**

This policy and procedures apply to all individuals, including employees, students, and non-employees, entertaining on behalf of the University regardless of the funding source. These policies also apply to all sponsored programs, except where explicitly stated otherwise.

### **Policy:**

- Catering and other related entertainment should be administered through LUMS operations (EDH/PDC). Exceptions should be infrequent and limited to large or special events where LUMS catering is not able to provide necessary services. In such exceptions normal procurement department procedures should be followed, and discounted rates sought when possible.
- Entertainment expenditures should be for events where a clear purpose for an entertainment component can be demonstrated and shall not be used for regular faculty, staff or departmental meetings and activities. Regular meetings should be served via ordinary pantry operations (tea and biscuits only).
- Meals undertaken by staff with any vendors and service providers, etc. are strongly discouraged.
- For entertainment expenses during out-of-town travel, the LUMS Travel Policy provisions will apply.
- The expenditure indents form needs to include relevant details of the event including entertainment purpose, event details, and key participant names, as applicable.
- Funds for all Entertainment expenses are ring fenced and are to be used as per Entertainment Policy. Entertainment expenses can only come from the designated Entertainment budget.

## **Approval and Signing Authority**

For policy compliance the following delegation matrix is applicable for entertainment expenditure. This is to be applied within the limits of the designated budget only and verified via normal indenting processes:

1. The Deans are the approval authority for School-related entertainment expenses. The overall School Entertainment Budget can be further allocated between various departments where respective HoDs will have the approval authority for its utilization. The Finance department shall be informed accordingly.
2. The Office of Sponsored Programs (OSP) for sponsored research and programs.
3. Heads of department for administrative departments.
4. Office of Student Activities (OSA) for entertainment related to student activities and societies (except activities budgeted under schools e.g. field visits, etc.).

The approving authority should be the supervisor of the person claiming the expenditure.

The Vice Chancellor may exercise his judgment in exceptions and any matter not covered in this policy.