

2021 Policy for Christmas Parties/Expenses

Administration recently met to discuss Christmas parties/gifts on campus for this year. Eligible employees will receive a bonus check as well as a special gift from Administration. In addition, the university is allowing departmental Christmas parties this year.

- Departments can spend \$25 per employee and \$25 per (one) employee guest
- Other guests invited beyond the 'plus-one' allowed do not have budget allowance
- This amount includes cost for ALL expenses related to party (food, gifts, restaurant meal)
- **GIFT CARDS are NOT a reimbursable expense**
- A list of attendees/recipients must be included with submissions
- Any amounts related to Holiday coming through on an expense report or credit card statement (or combination of other sources) exceeding the \$25/person will become the individual's personal expense.

If a department did not do anything extra in the past, it is not necessary to start this year. Christmas parties are subject to whatever COVID protocols are in place at the time of the event.