



Chancellor's Memorandum
CM-5 – Entertainment of Visitors

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

August 4, 2004

Two types of guests may be entertained at University expense with authorization of the appropriate Dean or Vice-Chancellor. Those who may be so entertained are:

- a. Distinguished visitors whose presence on the campus adds quality to our programs, and
- b. Personnel being interviewed for key faculty or administrative positions.

The approved form of entertainment is a meal function at which the participants are directly involved with the visitor in serving the best interests of the University.

The party is not to exceed eight (8) persons, unless prior approval of the Chancellor is given for additional persons. Upper limit of University liability is set at \$70.00 per person.

Upon prior written justification, exceptions may be made by this Office for special reasons. Alcoholic beverages are not to be included. Such entertainment is to be once per occasion at University expense.

Signed: John A. Rock, M.D., Chancellor

If needed, please use the [Prior Approval for Entertainment Form](#).