**Entertainment**

1. Are entertainment costs in compliance with the university's Business Travel and Expenses Guide?

2. Is the purpose for these types of expenses of a business nature, rather than personal?

3. Do the expense reimbursement requests include written documentation stating the business purpose of the activity, the names of all individuals present and original receipts?

4. Are proper object codes used when coding various entertainment expenses?

5. Are departmental personnel approving such expenses knowledgeable of and retaining a copy of the university's Business Travel and Expense Guide?