

**APPENDIX A**  
**MAXIMUM PERMITTED AMOUNTS**

**Entertainment Expenses and Other Expenses from Institutional/Gift Funds**

**Entertainment Expenses**

Maximum per person rates for entertainment expenses (including catering for meetings, events) incurred within Texas\* are stated below.

All amounts shown below are exclusive of taxes, service charges and gratuities. Reasonable gratuities may be reimbursed provided with institutional funds not to exceed generally accepted standards.

The maximum per person expenditures shall not exceed the following amounts:

Breakfast	\$ 18.00
Lunch/Catering	\$ 35.00/\$50.00
Dinner**	\$ 80.00

\*For entertainment expenses incurred in other locales, reference to the above listed rates may be used as a general guideline; however, the approver should use reasonable judgment when approving out-of-state expenses. Approvers may use the U.S. General Services Administration Per Diem Rates (<http://www.gsa.gov/portal/content/104877>) as a guide.

\*\*Dinner rates include the cost of alcoholic beverages.

**Other Expenses**

**Flowers**

Expenses for flowers\*\*\* may not exceed \$100, including taxes and delivery fees.

\*\*\*Fruit or a similar item may be substituted for flowers.

**Retirement Functions**

Expenses for retirement function may be reimbursed at a rate of no more than \$25 per each year of retiree's service to The University of Texas System Administration or the System institutions. This rate is exclusive of taxes, service charges, and gratuities. The cost of a non-taxable retirement gift is included.