



DEPARTING EMPLOYEE RECEPTION / MEAL POLICY

The University may provide a farewell reception or meal for departing employees. Due to IRS regulations, neither gifts, cash, nor gift certificates may be given. Amounts available are shown in the table below.

Years of Service	Maximum Cost of Reception/Meal
Full-time 1-4 years	\$25
Full-time 5-9 years	\$50
Full-time 10 years and up	\$75
Part-time 1-4 years	\$15
Part-time 5-9 years	\$25
Part-time 10 years and up	\$40
President	TBD by the Executive Committee of the Board

Any additional cost involved may only be charged by the division Vice President's discretionary budget.