



University of Massachusetts
Amherst

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Memorandum

TO: Deans, Directors, Department Heads

FROM: Andrew P. Mangels, Controller

DATE: February 23, 2006

SUBJECT: UMASS Club in Boston-Campus Sponsored Events

This memo provides guidelines on campus sponsored events occurring at the UMass Club in Boston. Club members utilizing the facilities for business purposes should follow applicable Amherst campus business expense reimbursement policies. In the event that an official campus sponsored event is held at the Club as defined below, arrangements may be made to have the Club directly invoice the campus for costs associated with the event. Membership annual dues are not reimbursable expenses.

In general, official campus sponsored events held at the UMass Club in Boston will be eligible for direct invoicing to the department if they meet the following criteria:

- Event must involve external constituents (i.e. alumni, students, parents, business leaders, community members)
- Event must be private and invitation oriented
- Event must be held in one of the Club's Private Dining Rooms or must utilize the Club's Private Dining Services if held in the Dining & Grille Room or the Dining Room
- Event must be hosted by or sponsored by a current Club member
- Event requires a deposit, typically \$1,000 to be paid in advance
- Event requires sign-off by dean/director acknowledging approval of event
- Invoice and list of attendees must be submitted immediately following event so that timely payment can be made

Campus sponsored events occurring at the Club should be coordinated through Cristina Geso, Executive Director, Office of Alumni Relations, 545-5542. Questions concerning payment arrangements may be directed to the Controller's Office at 545-0806.