



# Planning a **Retirement Function?**

## **Who's Eligible?**

Any employee who retires or terminates from the University with 15 years or more of service.

Directors, chairpersons or higher who are stepping down from their administrative positions and are either remaining with or leaving the University.

## **How much can we spend?**

\$25 per person plus gratuity/service fee.

\$25 function expenses include; food, room rental, decorations, cake, etc. Alcohol may not be charged to University funds.

## **Documentation Needed?**

- Name of retiree
- Number of years of service
- Estimated number of people in attendance at the retirement function
- Total event expense amount

## **Need more information?**

Refer to Section 45 of the Manual of Business Procedures

## **Need more help?**

Contact Accounting at 517.355.5000 or at [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu) <http://ctrl.msu.edu>