

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

---

**CLASSIFICATION: Compensation & Payroll Practices**

**Number: II-5**

**Effective Date: 08-28-00**

**SUBJECT: Business Entertainment**

**Revision Date: 07-09-09**

---

Entertainment is limited for the sole purpose of marketing LOYOLA to business prospects and/or the retention of our present customers.

Entertainment and/or gifts for government employees must not exceed \$20 and cannot exceed \$50 in a year. This includes purchase of food, drink, tickets for the theatre or sporting events, gifts, or other gratuities. Cash gratuities cannot be given.

**Procedure for Obtaining Approval and Reimbursement**

A written request for expending funds for entertainment including the name(s) and titles of the participating individuals; their company name, address and relationship to LOYOLA; and purpose for expense must be forwarded to the President or Executive Vice President for approval.

The employee must submit the approved request along with the Expense Reimbursement Form to the Accounting Department for reimbursement processing. Each entertainment charge must be listed on a separate Expense Reimbursement Form with receipts attached. No reimbursement will be made without prior written approval or without original receipts.