

Official Functions Guidance

Before incurring expenses: Submit the [UWM Event Review Form](#). If the event is confirmed as an official function, complete the [Universities of Wisconsin Official Functions and Expenses Pre-Approval Form](#).

What is an **Official Function**?

An institution sponsored event that:

- has a social, recognition, ceremonial, or external-relations component;
- is outside regular university operations or programming; and
- substantially advances UWM's mission.

Examples:

OFFICIAL FUNCTION	NOT AN OFFICIAL FUNCTION
✓ Parent events for pre-registering students ➤ Lubar Preview Day ✓ Chancellor or president inauguration ✓ Graduation functions for graduates and families ➤ Pinning ceremony for graduating class ➤ Reception to celebrate graduates ✓ Alumni homecoming functions ✓ Events for community leaders, public officials, prominent visitors, or peer institutions ✓ Facility openings or dedications when most attendees are external ✓ Events for officially recognized student groups ✓ Recognition events honoring significant achievements ➤ Event where students are given awards for academic excellence	✓ Internal staff meetings ✓ Internal training sessions ✓ Department retreats with UWM faculty and/or staff ✓ UWM job candidate meals ✓ New staff orientation ✓ UWM faculty and staff professional development ✓ Internal UWM events with no university money spent ✓ Events that are required as part of curriculum ✓ Student orientation for already registered students ✓ Departmental sponsored seminar series that are provided to students and staff ✓ Event for current students to help them enroll in future semester courses ✓ Chancellor's Study Breaks for UWM Students

When in doubt: Submit the [UWM Event Review Form](#).

The Official Functions review process:

STEP 1:	STEP 2:	STEP 3:	STEP 4:
Submit UWM Event Review form before expenses are incurred.	The Official Functions project manager determines whether an event is an official function .	If approved as an official function, complete the system pre-approval form . Approving Authority: Vice Chancellor or Dean Requester: Divisional Finance Officer	Return completed pre-approval form to Project Manager for Official Functions for compliance reporting.

Which funds are allowable for Official Function Events?

ALLOWABLE	NOT ALLOWABLE
✓ FD0128 – Auxiliary ✓ FD0131 – Academic Student Fees ✓ FD0132 – Non-Credit Program Receipts ✓ FD0136 – General Operations Receipts ✓ FD0150 – Federal Indirect Cost Reimbursement ✓ FD0161 – Endowment Trust Fund ✓ FD0189 – Continuing Education Credit Student Fees ✓ FD0233 – Gifts ✓ FD0113 – Freshwater Collaborative* ✓ FD0116 – Tommy G. Thompson Center on Public Leadership* ✓ FD0133 – Non-Federal Grants and Contracts* ✓ FD0144 – Federal Grants*	✓ FD0101 – GPO Doctoral Cluster ✓ FD0102 – GPO Non-Doctoral Cluster ✓ FD0104 – GPR Statewide Outreach and Public Service Programs ✓ FD0118 – Electric Energy Derived from Renewable Resources ✓ FD0403 – Graduate Student Financial Aid ✓ FD0406 – Lawton Minority Undergraduate Grant Programs

*Funds may be used **only** if award/grant budget is approved to be used for specific event.

Do repeat events need to be reviewed each time?

NO – when nothing about event changes	YES – when key event details change
You do not need to resubmit non-official function events when the purpose and attendees remain the same.	Resubmit when the audience, purpose, or format of the event changes. For example, adding an external community leader or elected official to your event.

What happens after my event is reviewed?

EVENT IS NOT AN OFFICIAL FUNCTION	EVENT IS AN OFFICIAL FUNCTION
You will receive an email. No further official function action is required.	Complete and return the Universities of Wisconsin Official Functions and Expenses Pre-Approval Form .

Resources and Contact Information

Forms and Policy Information • UWSYS Policy 312 – Official Functions • UWM Official Functions Website • UWM Event Review Form • Universities of Wisconsin Official Functions and Expenses Pre-Approval Form	Questions related to Events & Policy contact: Carolina Svendsen Project Manager for Official Functions carolina@uwm.edu 414-251-6857 Questions related to event funding: Contact your Divisional Business Office
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