

**EASTERN MICHIGAN UNIVERSITY**  
**RETIREMENT PARTY EXPENSE GUIDELINES**

The University recognizes the need for departments to show appreciation for employees who are retiring. As a result, **money will be available to fund on-campus retirement parties!** The approved dollar amounts and requirements are outlined in the illustration listed below. Any expenses that exceed the approved dollar amounts must be paid for by personal money or a designated University development fund. In order to be eligible for retirement, employees must meet the age and service requirements. If you have any questions, please contact the Benefits Office at 487-3195.

<b>Retirement Party Eligibility Requirements</b>	<b><i>10 to 14 yrs of Service</i></b>	<b><i>15 to 19 yrs of Service</i></b>	<b><i>20+ yrs of Service</i></b>
<b>Approved Dollar Amounts</b>	<b>\$150</b>	<b>\$200</b>	<b>\$300</b>

1. Departments must complete the following documents.
  - Retirement Party Form
  - Catering Services Contract
  - Inter Department Transfer (<http://www.emich.edu/finserv/accounting/InterDepartmentTransfer.pdf>)
  
2. Once this paperwork is completed by the department, it should be sent to the Benefits Office (140 McKenny Hall) at least three weeks prior to the event.