



**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 covered by alternative designated University funds or personal funds. 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 hr_benefits@emich.edu or 734-487-3195.

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

1. Departments must complete the Retirement Party Form below at least three weeks prior to event and forward to the Benefits Office (140 McKenny Hall). Please refer to the table above for the allowable amount for each retirement party.
 - Retirement Party Form
 - Department head must complete an expense report in Concur, using the recognition account for Employee Benefits, once the expense has been incurred. (Division: University Human Resources; Dean: 430; Region: 430A; Component: 430B; Unit: 43005; Department: 43000; Fund: G00005; Org: 122150; Program: 60)
 - Inter Department Transfer (<http://www.emich.edu/finserv/accounting/InterDepartmentTransfer.pdf>)



Retirement Party Form

SECTION TO BE COMPLETED BY THE DEPARTMENT

Name of Future Retiree - First and Last		Employee ID
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Date of the Retirement (Mo./Day/Yr.)	Date of the Event (Mo./Day/Yr.)	
Name of Department Head - First and Last		Department Name
Department Head Signature: _____	Date: _____	

SECTION TO BE COMPLETED BY HUMAN RESOURCES

Employee Date of Hire (Mo./Day/Yr.)	Employee Years of Service	Employee Classification
Amount Approved: \$ _____		
Authorization Signature: _____	Date: _____	
Fund Org G00005	HR Benefits Representative	
Banner Org 122150		

1. Email form to HR_Benefits@emich.edu or FAX to 734-457-7590
2. Funds are to be utilized for food, supplies, etc; gifts excluded.
3. Use of this funding, for any activities that are in violation of University policy, is strictly prohibited.
4. Any funding in excess of the authorized dollar amount is paid for by personal money or a designated University fund.